

B. Notification of Defect Letter Template

Owner Name
Address

Date

Dear

Notification of Defect: (Insert Building/Tenement Address)

As the owner of flat (xxx) I am writing to advise you that there is a communal repair required to the building/tenement and we are all liable to pay for a share of the costs.

(Insert repairs required)

Having checked my title deeds they state that (describe the terms within the deeds) (or) Having checked my title deeds it would appear they are unclear in respect of decision making or appointing a factor therefore; I propose we carry out the repair/s under the provision of the Tenements (Scotland) Act 2004 Tenement Management Scheme (TMS) which apportions the liability as one property one vote.

It is my intention to hold a stair meeting to discuss the defects, present quotes to remedy the defect and to make a decision on which contractor to use by casting a vote for which you are entitled to participate. A 'Meeting Invite' will be issued to all owners informing you of the date, time and location of the meeting. If you would like to provide your own quote for consideration please bring it along to the meeting. I will then notify all owners of the decisions agreed at the meeting; this gives owners the opportunity to appeal any decision.

Please note all appeals must be submitted to the Sheriff Court.

It is hoped that we all participate in this process, however if we are unable to reach agreement it will be my intention to seek intervention from Angus Council.

Yours sincerely

Name