

Housing & Investment

Assistant Director: Jaine Cresser

Name
Address
Address
Address
Postcode

Our Ref: MRC/Leasehold
Contact: Rebekah Brydon
Telephone: 01438 242666
Email: majorworks@stevenage.gov.uk

Date: 30 May 2018

Dear [name],

RE: **Property Address**

We want to ensure our flat blocks are safe, warm and sustainable, so Stevenage Borough Council will be carrying out a refurbishment programme to improve approximately 550 blocks.

We have appointed two contractors, Mulalley and Wates Living Space, to carry out the refurbishment work. The five-year programme of essential repairs will begin later this year.

Before we start any work there will be a detailed survey of each block to determine what is required. We will contact you before your survey, to give you the opportunity to take part in the consultation process.

Work may include items such as roof repairs or replacements, window replacements, structural repairs, rewiring, door entry systems, fencing, paving and some redecoration of communal areas. We will provide full details of the proposed work to you in a resident's pack before any work begins.

In this five-year programme your block is provisionally scheduled for [date] though please note that this may be subject to change. We will keep you informed if we do change this date.

Although the work proposed is mainly to communal areas we may need access to your home. If we require access to your home at any time, you will be contacted in plenty of time to make appropriate arrangements.

As a leaseholder you will be aware that, under the terms of your lease, you are required to contribute towards the cost of this work. You will receive an estimated invoice before we start work to your block and an actual invoice when we have completed and checked the work. We will not ask you to pay until we are satisfied the work has been completed to a high standard.

There are further details on our website: www.stevenage.gov.uk/current-works

Please contact Rebekah Brydon if you need further information at this stage by email majorworks@stevenage.gov.uk or phone on 01438 242666.

Yours sincerely,

Martin Keenan,
Project Manager