

Housing & Investment

Assistant Director: Jaine Cresser

[Name of Tenant]

[Address]

Our Ref: S20/MRC/Leasehold
Contact: Rebekah Brydon
Telephone: 01438 242666
E-mail: majorworks@stevenage.gov.uk

Date: 19th October 2018

Dear [name of tenant]

Notices of Proposal to Enter into Agreements for Services

In order to ensure that the Council's housing stock is maintained in the most cost effective way possible, the Council intend to enter into agreements with a number of contractors who may be called upon to carry out works to maintain the Council's housing stock.

In certain circumstances, the Council are required by law to consult with its residents before entering into agreements with its contractors. That consultation process includes notices being sent to the residents, advising you that the Council intends to enter into a contract or contracts.

Last June, we sent you a large number of letters regarding our intention to enter into these contracts. We have now chosen the contractors we would like to use and the letters now contained give the details of those contractors.

We would ask you to read each of the notices so that you understand what the Council is consulting you for. Each of the notices relate to a separate contract.

We appreciate this is a lot of paperwork to receive, however as stated, we are required by law to carry out consultation in this way.

If you have any queries regarding the notices, please refer to the Council's website and the frequently asked questions section. Alternatively please do not hesitate to contact us with any queries at majorworks@stevenage.gov.uk or Leasehold Team, Stevenage Borough Council, Daneshill House, Danestrete, Stevenage, SG1 1HN.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R. Brydon', with a small flourish at the end.

Rebekah Brydon
Major Works Officer

All future communications relating to the subject matter of the notice should be sent to majorworks@stevenage.gov.uk or **Leasehold Team, Stevenage Borough Council, Daneshill House, Danestrete, Stevenage SG1 1HN.**