Note (not to be printed): complies with s50 of the Housing (Scotland) Act 2006

**(Your address, phone number, email address)**

**(date)**

Dear **(Owners name)**

**COMMON REPAIRS TO (Address)**

I am writing to you on behalf of owners at the above address. You will be aware from previous communication that common repairs are required to our building.

All owners of the building were contacted about repairs on the

**(List the dates you contacted owners and when meetings took place)**

The following owners have agreed to repairs

**(list all owners who have agreed to work going ahead)**

On this basis, quotes have been obtained for the work in accordance with procedures set out in our Title Deeds or under the Tenements (Scotland) Act 2004.

**The repairs required are**:

**(list repairs here)**

**Works timetable**

The work will start on or around (**date)** and finish on or around (**date**)

**Estimated costs**

The estimated cost of the works is **£XXX.** (You can attach a copy of the builder’s quote)

This cost is thought reasonable because (**state how you obtained this quote, whether it was the lowest received or assessed as being best value etc**.)

**Your share of the work cost**

Your share of the cost of these works is **(state cost here).** These costs have been calculated on the basis that

**Choose one of the following according to what your Title Deeds or the Tenements Act say:**

* **all owners pay equal shares**
* **shares are calculated by Rateable Value (RV) and your share is x%**
* **shares are calculated by Feu Value and your Feu Value is x%**
* **shares are calculated by floor area of flats and your share is x%)**

Other owners will be paying shares as follows:

**(give list of other owners and their share of costs here.)**

**Payment in to the Maintenance Account**

Please pay your share into the following account:

Account name:

Bank:

Bank Sort Code:

Account number:

Please pay by (**insert date to pay** – give at least 2 weeks notice)

**Repayment arrangements**

If work is not started by **(give date),** a refund will be made.

**I/ We** hope that you will co-operate in these works so that no further damage occurs to our property causing additional repair costs. If you wish to speak to **me /us** about this, please contact me at the address above.

If you wish to obtain further information about your position, may **I/we** refer you to the Under One Roof website which gives guidance to owners of tenements and other buildings containing flats. (www.underoneroof.scot)

Yours faithfully,