

Owner Name
Address

Date

Dear

Notification of Defect: (Address :)

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

Stair Lighting Maintenance

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 the City of Edinburgh Council.

Yours sincerely

Name

MEETING INVITE TEMPLATE

Dear _____
(If you are not the owner please forward this to the owner or their agent as soon as possible.)

You, or someone nominated by you, are hereby invited to attend a meeting of the owners of:

(Tenement address) _____

The meeting will be held at:

(Address) _____

on (date) _____ **at** (time) _____.

The purpose of the meeting is to:

Discuss Stair Lighting _____

It is possible that a decision may be made by a majority vote at the meeting, as per provisions within the Tenements (Scotland) Act 2004. Therefore it is important that you or your nominated representative attend the meeting. You may wish to look at your title deeds and seek legal advice if you think there is some other provision for making of tenement decision contained therein. If you or a representative are not able to attend the meeting please provide any thoughts you may wish the meeting to consider in respect of maintenance and repairs for the tenement, in writing, to the following address by no later than the day prior to the date on which the meeting is to be held.

Email: _____

Address: _____

_____ Tel: _____

Thank you in anticipation for your co-operation.

Signed: _____ Dated: _____

NOTICE OF TENEMENT MEETING DECISION

Dear _____
(If you are not the owner please forward this to the owner or their agent as soon as possible.)

Further to the tenement owners meeting in relation to:

(Tenement address) _____

Which was held at:

(Address) _____

on (date) _____ **at** (time) _____.

The purpose of the meeting (in part at least) was to:

The total number of properties/votes allocated for the tenement is: _____

Votes **in favour** of: _____

Votes **against**: _____

The above results mean that the owners of our tenement **have agreed / not agreed** to:

Thanks to all who were able to participate.

Signed: _____ Dated: _____

Note:

If you feel that you may have just grounds to appeal against this decision then the Tenements (Scotland) Act 2004 legislates 28 working days, from the date on which the notice was issued, to appeal you will need to write directly to the sheriff court to have the decision annulled. Decisions will not be implemented until this period has expired and provided no appeals have been made.