

MANAGEMENT AGENTS:

LEETE ESTATE MANAGEMENT
77 VICTORIA STREET
WINDSOR BERKSHIRE

SL4 1EH
TEL: 01753 850071
FAX: 01753 832724
E-MAIL:

enquiries@leeteestatemangement.co.uk

SERVICE CHARGE

For and on behalf of:
KINGSMEAD MANAGEMENT
COMPANY (LOUDWATER) LIMITED

Date: 22st December 2010

Customer ID:

Bill To:

Re: Dolphin Court

DESCRIPTION	TOTAL
RE: KINGSMEAD MANAGEMENT COMPANY (LOUDWATER) LIMITED	
Estimated service charge for the year commencing 1 st January 2011 to 31 st December 2011	£1615.00
Ground Rent	£50.00
<i>Payable annually or half yearly in advance or by standing order over a 10 month period commencing January 2011</i>	
<i>Due Dates:</i>	
<i>Annually - 1st January 2011</i>	
<i>Half Yearly - 1st January 2011 and 1st July 2011</i>	
Payable to: Kingsmead Management Company (Loudwater) Limited.	
<i>Sort Code: 20 73 53 Account Number: 00353973</i>	
ALL PAYMENTS MUST BE REFERENCED WITH THE PROPERTY NUMBER AND ADDRESS.	
<i>We, Leete Estate Management, of 77 Victoria Street, Windsor, Berkshire, SL4 1EH on behalf of your Landlord, Cavern Lodge Ltd whereby give you notice to section 47& 48 of the Landlord & Tenant Act 1987 that your landlords address for service of Notices (including in proceedings) is 24 Queen Anne Road, London, W1G 9AX.</i>	
<i>Please Note: an administration fee will be charged for the issue of any reminder notice, statement or final demand</i>	
BALANCE DUE	£1665.00

REMITTANCE PAYABLE TO: KINGSMEAD MANAGEMENT COMPANY (LOUDWATER) LIMITED

Kingsmead Management Company
(Loudwater) Limited
77 Victoria Street
Windsor
Berkshire
SL4 1EH

Customer ID:

Amount Enclosed:

Should you require a receipt please forward a copy of this invoice with a stamped addressed envelope.