

C. 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 invited to attend a meeting of the owners of:

(Building/Tenement address) _____

The meeting will be held at:

(Address) _____

on (date) _____ at (time) _____.

The purpose of the meeting is to:

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: _____