

G. Notice for Payment Template

This is notice to the owner(s) of the property identified below to advise that they are required to pay their share of the estimated cost of common works into a joint maintenance account. Full details of estimated costs, work and where to pay are provided below:

Name(s) of owner(s)																																																				
Owner(s) of the property at This is the address of the property where the work is to be carried out. Please specify the flat number.																																																				
Correspondence Address If different from above Email address If Known																																																				
Shall deposit a sum of: This is all properties full share of the estimated works cost	<p>The Title Deeds/Tenement Management Scheme (<i>delete as appropriate</i>) confirm the following apportionment of costs for all owners –</p> <table border="1"> <thead> <tr> <th>Flat</th> <th>Share %</th> <th>Share £</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>£</td></tr> <tr><td></td><td></td><td>£</td></tr> <tr><td></td><td></td><td>£</td></tr> <tr><td></td><td></td><td>£</td></tr> <tr><td></td><td></td><td>£</td></tr> <tr><td></td><td></td><td>£</td></tr> <tr><td></td><td></td><td>£</td></tr> <tr><td></td><td></td><td>£</td></tr> <tr><td></td><td></td><td>£</td></tr> <tr><td></td><td></td><td>£</td></tr> <tr><td></td><td></td><td>£</td></tr> <tr><td></td><td></td><td>£</td></tr> <tr><td></td><td></td><td>£</td></tr> <tr><td></td><td></td><td>£</td></tr> <tr><td></td><td></td><td>£</td></tr> <tr> <td>TOTAL</td> <td>100%</td> <td>£</td> </tr> </tbody> </table>	Flat	Share %	Share £			£			£			£			£			£			£			£			£			£			£			£			£			£			£			£	TOTAL	100%	£
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TOTAL	100%	£																																																		
To be deposited into this maintenance account:	Name of Bank: Address of Bank: Sort Code: Account Number:																																																			
Final date money is due to be deposited in the maintenance account	Date:																																																			
Details of work being carried out as per the agreed Scheme Decision																																																				

Detail the estimates voted on and reasons for this being the preferred choice: Contractor and costs																					
Date of Scheme meeting/agreement by owners that the work was needed This must have been a majority decision	Date:																				
If all shares are paid the proposed timescale for carrying out the works are:	Number of weeks work likely to take: Proposed start date: Proposed end date:																				
Names and addresses of all the owners who have agreed to the works	<table border="1"> <thead> <tr> <th>Name(s)</th> <th>Address</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name(s)	Address																		
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If any part of the Notice is not clear or you need any further information, please contact:

Name: Lead owner/factor

Signed:

Date:

Contact telephone number: