

Sam Taylor
Flat 4, 27 Alder Terrace
London
N7 0XX

Parkside Freehold Nominee Ltd
5 Example Square
London W2 0XX

[Date]

Reference: Service charge, Flat 4, 27 Alder Terrace

Dispute about service charge apportionment: referral to an independent expert

Dear Sir or Madam,

I wrote on [date] disputing the apportionment of the service charge for my flat. We have not been able to agree it.

My lease provides for disputes about apportionment to be referred to an independent expert ("the matter may be referred for determination by an independent expert"). I am exercising that right. Please let me know within 14 days whether you agree to the appointment of [name of proposed surveyor], or propose an alternative. If we cannot agree, I will ask the President of the Royal Institution of Chartered Surveyors to nominate the expert, as the lease allows.

This referral is without prejudice to my rights under section 27A of the Landlord and Tenant Act 1985.

Yours faithfully,

Sam Taylor