

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

Example Estates Management Ltd
1 Sample Square
London
W1A 0XX

11 October 2026

Reference: Service charge, Flat 4, 27 Alder Terrace

Request for information about the service charge

Dear Sir or Madam,

I am the leaseholder of Flat 4, 27 Alder Terrace. I am writing to request the following information about the service charge.

1. A written summary of the costs incurred in the last accounting period, under section 21 of the Landlord and Tenant Act 1985, and, once available, the certified accounts for each year that has not yet been certified.
2. Facilities to inspect the accounts, receipts, invoices and other documents supporting that summary, including the contracts for cleaning, mechanical and electrical maintenance, lift maintenance and management, under section 22 of the Act. Copies by email would be acceptable.
3. A written summary of the building insurance (insurer, broker, sum insured, premium and period), and the opportunity to inspect the policy, under section 30A of and the Schedule to the Act.
4. Details of any commission or other remuneration received by the broker, the managing agent or the landlord in connection with the building insurance, the services provided in return, and when the policy was last tested on the market (FCA rules for multi-occupancy building insurance, ICOBS 6A.7).
5. The date by which certified year-end accounts will be issued for each outstanding year.
6. A schedule mapping each line of the current budget to the service charge provision of my lease under which it is levied.

Requests under sections 21 and 22 must be complied with within one month. I would be grateful for the information by email if possible. This request does not affect my right to question any service charge.

Copy to Parkside Freehold Nominee Ltd, as landlord, at the address given for notices under section 48 of the Landlord and Tenant Act 1987.

Yours faithfully,

Sam Taylor