

26th November 2007



FINAL REMINDER

Dear Resident,

It has been brought to our attention that your account remains overdue despite previously issuing a Service Charge Demand. If you have made payment within the last 7 days please disregard this letter.

Should payment not be received within the next 5 **working days** your account will be referred to a **Debt Collection Service** incurring further charges in **excess of £140.00**. These charges will also increase should they have to apply to your mortgage lender or issue Court Proceedings to recover the above balance.

Failure to make payment of your service charge places you in breach of your lease/transfer and this prevents your Management Company, meeting its financial commitments. This includes payments to contractors and for leasehold properties, payment of building insurance. If your building insurance is not paid this can jeopardise the validity of the mortgage you may have for this property.

No further notification will be issued to you and we would strongly urge you to make full and immediate payment before any further costs are incurred. Please be advised the standing order option is no longer available and your payment must be in accordance with the terms of your lease.

Payment should be made by one of the following methods:-

Cheque Made payable to your MANAGEMENT COMPANY (as stated on your statement of account – under development)

Or call 01992 801196 for **Credit/Debit Card Payment**. (Please note a charge of £0.95 for a debit card and a 2.5% for a credit card payment will apply).

Please quote your application number on all payments and correspondence.

If you believe that you have made full payment or payments have been made on your account, please contact us within the next 5 working days on 01992 801196.

Yours faithfully,

Margaret Millar - Credit Control
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