

**Commonhold and Leasehold Reform Act 2002,
Section 166**

Notice to Long Leaseholders of Rent Due

Sally Keep
48 Mount Ephraim
Tunbridge Wells
Kent
TN4 8AUf

This notice is given in respect of Flat 2, 48 Mount Ephraim, Tunbridge Wells, Kent, TN4 8AU, UK
It requires you to pay Rent of £75.00 on 25 March 2018.
Invoice Reference: 001-B11-F2

Description	Value
Ground Rent 2018	£75.00
Invoice Amount	£75.00
Payment for 001-B11-F2 (Bank Transfer)	£75.00
Total Amount Due	£0.00

Payment to be made to:

RESIDENT PROPERTY SOFTWARE LIMITED, 48 Mount Ephraim, Tunbridge Wells, Kent, TN4 8AU, England

Bank Details:

Account Name: Header Account
Account Number: 00000000
Sort Code: 000000

This notice is given by RESIDENT PROPERTY SOFTWARE LIMITED, 48 Mount Ephraim, Tunbridge Wells, Kent, TN4 8AU, England.

Notes for Leaseholders

Read this notice carefully. It sets out the amount of rent due from you and the date by which you must pay it. You are advised to seek help immediately, if you cannot pay, or dispute the amount. Those who can help you include the citizens' advice bureau, a housing advice centre, a law centre and a solicitor. Show this notice and a copy of your Lease to whoever helps you.

The landlord may be able to claim additional sums from you if you do not pay by the date specified in this notice. You have the right to challenge the reasonableness of any additional sums at a leasehold valuation tribunal.

Section 167 of the Commonhold and Leasehold Reform Act 2002 and regulations made under it prevent your landlord from forfeiting your lease for non-payment of rent, service charges or administration charges (or a combination of them) if the amount owed is £350.00 or less, or none of the unpaid amount had been outstanding for more than three years.

Notes for Landlords

1. If you send this notice by post, address it to the leaseholder at the dwelling in respect of which the payments due, unless he has notified you in writing of a different address in England & Wales at which he wishes to be given notices under section 166 of the Commonhold and Leasehold Reform Act 2002.
2. This date must not be either less than 30 days or more than 60 days after the day on which this notice is given or before that on which the leaseholder would have been liable to make the payment in accordance with the lease.
3. Include this statement only if the date for payment is not the same as the date determined in accordance with the lease.