|  |  |
| --- | --- |
| LETTER TO FACTORS / PROPERTY MANAGERS  **Letter for obtaining information on factoring, repairs and maintenance and requesting apportionment of common charges etc.** |  |

Dear Sirs

**[ ]("Seller")**

**[ ]("Purchaser")**

**[ ]("Property")**

We act on behalf of the Seller, and write to intimate that an agreement has been made for the sale of the Property to the Purchaser.

The Date of Entry is [          ].

The Purchaser’s solicitors are [          ].

We understand that you are the Factors of the Property. In that connection would you please:

1. arrange for apportionment of factoring charges between the parties as at the Date of Entry;
2. confirm the amount due by this Property, of the total common expenditure in the last 12 months, including any fees;
3. before the Date of Entry, provide us with an estimate of the charges that may be due by the Seller to the Date of Entry;
4. confirm the sum for any float payment due to the Factor;
5. advise whether you are holding any float, or other monies, on behalf of the Seller which is due to be returned to them at completion;
6. confirm details of any block insurance policy, including the insurer, policy number and the sum insured;
7. provide details of any common repairs which are proposed, outstanding or being considered by the co-proprietors, of which you are aware;
8. confirm details of any common building defects, maintenance issues or pending matters of which you are aware, where estimates are being obtained for consideration of the co-proprietors;
9. advise of any existing cyclical maintenance obligations, or requirements to pay into building or sinking funds;
10. advise whether there are any unpaid charges or debts which may be recoverable under any provision in any Deed of Conditions;
11. confirm any apportionment or other final fees due which are not included in your response to point 3.

Yours faithfully