



The Scheme of Management

THE *Dulwich*
ESTATE®

The Old Grammar School
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Office hours 10.00-12.00 Mon-Fri

Registered Charity No.312751

**TO OWNERS OF PROPERTIES
SUBJECT TO THE SCHEME OF MANAGEMENT**

15 September 2011

Dear Owner

THE SCHEME OF MANAGEMENT CHARGE

1. We enclose the Managers' Certificate for the Accounting Period from 1 April 2010 to 31 March 2011. The enclosed Account for Payment shows the Balancing Credit for that Accounting Period and the Estimated Management Charge for the Accounting Period from 1 April 2011 to 31 March 2012. On the reverse of the Account for Payment is an explanation of the Charge.
2. The Management Charge has been assessed and audited as required by the Scheme, and appropriate consultation with the Advisory Committee has taken place. The method of apportionment of the Management Charge is described in the Managers' Certificate. The Scheme requires the Managers to have regard to representations made by any owner within 28 days of the Managers' Certificate being served. That period will be taken as expiring on 16 October 2011.
3. If you pay maintenance or other charges to The Dulwich Estate, the enclosed Account for Payment includes those items for the current period, together with any outstanding balance brought forward.
4. If you have arranged to settle charges due to the Estate by Direct Debit, funds will be taken from your bank account on the date indicated on the Account for Payment.
5. For those who wish to pay by telephone or internet banking, please see the instructions on the reverse of your Account for Payment and note that **you must quote the following:**

Sort code: **20-66-51** Account no: **30364207** and the Reference

(do not quote the Branch no. shown on the ABC bank giro credit slip)

6. If you are paying by cheque, you **do not need to send this to us: please present your cheque together with the Account for Payment at your bank.** The bank giro credit slip will be detached and the top part of the Account for Payment stamped, dated and initialled by the bank's staff and returned to you. You can then retain this as receipt of your payment. However, if you require a receipt from us, please forward the Account for Payment and cheque, **together with a stamped, self-addressed envelope**, to our office.

We are able to accept payment by bank debit card (but please note, **not by credit card**) either from personal callers at the Estate Office or by telephone to 020 8299 5606, provided the cardholder is a registered owner of the property concerned.

Should you wish to pay in future by Direct Debit (our preferred method of settlement) please complete the mandate form included and return this to us when you make the payment for this year.

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7. Any property which has been enfranchised (i.e. the freehold has been acquired from The Dulwich Estate) since April 2010 bears only the appropriate proportion of the Management Charge for the period since enfranchisement.
8. The Management Charge attaches to the property: **the current owner is responsible for the entire amount of the Charge**. The Dulwich Estate is unable to deal with enquiries regarding the apportionment of charges as between the current and any previous owner; such enquiries should be raised with your solicitor or the previous owner.
9. The Account for Payment is addressed to owners currently registered with the Estate. Where ownership is understood to have changed since the last registration, the Account for Payment is addressed to 'The Owner'. May we remind you that Clause 12 of the Scheme requires any change of ownership to be registered within two months with the Managers' Solicitors, Sandom Robinson, Triumph House, Station Approach, Sanderstead Road, South Croydon, CR2 0PL, on production of documentary evidence and payment to **Sandom Robinson** of £60.00.
10. Most of the properties subject to the Scheme are houses with a single Council Tax assessment. There are about 100 properties where there is more than one assessable unit or "hereditament", and in those cases the Account for Payment refers to the "composite" charge. We enclose a separate note for registered owners of such properties, with further information as to the breakdown of the Charge, unit by unit. This is for information only, and it should not be taken as identifying whether responsibility for payment of the Charge is that of the freeholder or some other person. Should there be any difficulty in identifying the person(s) responsible for paying the Charge, the Managers will consider all relevant circumstances.
11. The Estimated Management Charge for the Accounting Period 1 April 2011 to 31 March 2012, as approved by the Advisory Committee, is based on anticipated Total Expenditure of £407,363.
12. Section 159 of the Commonhold and Leasehold Reform Act 2002 applies a test of reasonableness to the Management Charge. In the opinion of the Managers, the Scheme complies with this criterion.
13. Full details of the Scheme of Management are available on our website: www.thedulwichestate.org.uk
14. It will be most helpful if any enquiries in connection with the Management Charge, or with the Scheme of Management generally, are put in writing or e-mailed, to the address above.

Other enquiries should be made to The Dulwich Estate, The Old College, Gallery Road, London SE21 7AE (info@thedulwichestate.org.uk).

Yours sincerely



John E Major
CHIEF EXECUTIVE

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