**Leaseholder’s letter objecting to demand for service charges-payment under protest**

[Landlord’s name]

[Landlord’s address]

[*Date*]

Dear [landlord’s name]

Re. (Insert address of leasehold flat/house)

I have received the demand dated (insert date) in the amount of £XXXX (insert amount demanded in the service charge).

My cheque in payment is enclosed and it is made strictly on the following basis:

* This is a payment under protest
* The service charges are not agreed or admitted
* The said payment should not be regarded as such an admission or agreement
* The right is reserved to challenge these charges at a court or tribunal.

I attach a schedule setting out my objections to the service charge costs being demanded and the reasons why.

I look forward to hearing from you.

Yours faithfully/sincerely

|  |  |  |
| --- | --- | --- |
| **Service charge Item** (these are some possible examples) | **Cost per flat** | **Comments** |
| Roof repair/replacement (give year) | £XXXX | E.g. The roof did not need replacing and patch repairs would have been enough. The standard of work was poor. |
| Windows repair/replacement (give year) |  | E.g. I have looked at the lease and cannot see that I am required to pay for this through the service charges. |
| Balconies repair (give year) |  |  |
| Repair of guttering and downwater pipes (give year) |  |  |
| External decoration (give year) |  |  |
| Building Insurance (give year) |  |  |
| Routine cleaning (give year) |  |  |
| Management fee (give year) |  |  |
| Entry phone (give year) |  |  |
| Aerial (give year) |  |  |
| Routine Repairs (give year) |  |  |
| Health and Safety Report (give year) |  |  |
| Health and Safety Remedial Work (give year) |  |  |
| Fire Risk Assessment Report (give year) |  |  |
| Fire Risk Remedial Work (give year) |  |  |
| Asbestos Report (give year) |  |  |
| Asbestos Remedial Work (give year) |  |  |
| Management fees (give year) |  |  |
| Tree work (give year) |  |  |
| Car park repair/maintenance (give year) |  |  |
| Surveyor’s fees (give year) |  |  |
| Accountant’s fees (give year) |  |  |
| Legal fees (give year) |  |  |