**Template Section 50 Notice**

Insert address

Town

Postcode

Insert date

Dear ,

**Housing (Scotland) Act 2006 – Section 50 Notice**

As you are aware, our building requires communal maintenance works to be carried out which all owners are financially responsible for. This Notice is a formal request for the lodging of your share of the estimated cost of the works and requires to be served to comply with Inverclyde Council’s Missing Shares protocol and is necessary if the majority of owners wish to apply for a missing share.

The required maintenance works are *(insert a detailed description of the works)* and X quotes have been provided for the works. The quote from *(insert name of contractor)* was selected as the preferred quote due to *(give reason for selection)* giving a total cost of £X,XXX for the maintenance works.

The Title Deeds/Tenancy Management Scheme *(delete as appropriate)* confirm the following apportionment of costs for all owners –

|  |  |  |
| --- | --- | --- |
| Flat | Share % | Share £ |
| Commercial Unit 1 |  | £ |
| Commercial Unit 2 |  | £ |
| G/1 – *(insert name)* |  | £ |
| G/2 – *(insert name)* |  | £ |
| 1/1 – *(insert name)* |  | £ |
| 1/2 – *(insert name)* |  | £ |
| 1/3 – *(insert name)* |  | £ |
| 2/1 – *(insert name)* |  | £ |
| 2/2 – *(insert name)* |  | £ |
| 2/3 – *(insert name)* |  | £ |
| 3/1 – *(insert name)* |  | £ |
| 3/2 – *(insert name)* |  | £ |
| 3/2 – *(insert name)* |  | £ |
| **TOTAL** | **100%** | **£** |

Prior to the contractor starting works the full amount of the quote requires to be lodged in our buildings maintenance account. Therefore, please ensure that the relevant amount of your share is lodged in the undernoted maintenance account no later than *(insert date monies are to be lodged by).*

*Bank/Building Society Name*

*Account Name*

*Account Number*

*Sort Code*

If all shares are paid, works are due to start on *(insert date works are due to start if all monies are paid)* and are expected to be completed by *(insert date works are likely to be complete).*

If any part of this Notice is not clear, or if you have any questions please do not hesitate to contact me directly.

Regards,

*(insert name)*

**Record of Service**

I (*insert name and address*), hereby confirm that on (*insert date of delivery*) I delivered a Section 50 Notice in terms of the Housing (Scotland) Act 2006 at (*insert address of property were the Notice was delivered to*) by posting the Notice through the letterbox of the front door.

Signature ……………………………………………………

This delivery was done so in the presence of the witness noted below.

Witnesss Signature …………………………………………

Print Witness Name ………………………………………..

Print Witness Address ……………………………………..

 ………………………………………

Date …………………………………………………………..