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Date: 7 June 2023

Your ref:

Our ref: 23-02010/INT2-PI.9

Dear [REDACTED]

**Notification of Defect: Canopy Roof above Central External Door and Stairwell .
Property Address: 7 & 8 Saunders Street, Edinburgh**

We write to advise you that a communal repair has been reported by a flat owner in your block. Work is required to the canopy roof above the central external door and stairwell in block 7/8 and as a fellow owner you may be liable to pay for a share of the costs. The repair cost is estimated to exceed the delegated authority which enables the Council to take the lead role to arrange the works.

We understand that there have been repairs carried out to this element historically and some elements of the canopy structure may be life expired. Replacement tiles, flashings and water gates may be necessary for a comprehensive repair.

We advise owners to check title deeds to determine what repairs you are responsible for however, if there is nothing in your deeds about shared repairs the Tenements (Scotland) Act 2004 could help.

The Tenement Management Scheme (TMS) process under the Tenements (Scotland) Act 2004 requires a private owner of one of the properties to take the lead and discuss the repair with their co-owners.

Briefly the process owners should follow is:

- Ask 2 or 3 contractors to provide a scope of works and quotes for carrying out the works.
- Hold a stair meeting or use the Shared Repairs Tenement App, to discuss the repair; agree the works scope and costs and take a vote.
- Collect the shared costs and deposit into a communal bank account or use the Shared Repairs Tenement App bank account to collect the funds.

Edinburgh Shared Repairs Service
Waverley Court 1.7
4 East Market Street, Edinburgh, EH8 8BG
Tel 0131 529 6778 esrs@edinburgh.gov.uk

Edinburgh Shared Repairs Service can help you through the process, but we need an owner willing to act as lead to request our service.

If you are willing to take the role of lead owner, please contact ESRS on 0131 529 6778 or by email esrs@edinburgh.gov.uk and a Case Officer will be happy to discuss or provide more information.

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