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Date: 20 September 2023

Your ref:

Our ref: 23-03271/INT2-PI9

Dear [REDACTED]

Notification of Defect: Main Roof Replacement/Repairs
Property Address: 7 & 8 Saunders Street, Edinburgh

Further to our previous letters regarding the Canopy Roof above the Central External Door and Stairwell, it has now been brought to our attention that the Main Roof on the block requires repairs/replacement and as a fellow owner you may be liable to pay for a share of the costs.

Please note we have put the Canopy Roof works on hold while we engage with all owners regarding the issue with the Main Roof.

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 Tenement (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 quotes for carrying out the repair.
- Hold a stair meeting to discuss the repair; agree the works and take a vote.
- Collect the shared costs and deposit into a communal bank account.

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

Housing and Homelessness
Edinburgh Shared Repairs Service
Waverley Court 1.4
4 East Market Street, Edinburgh, EH8 8BG
Tel 0131 529 6778 esrs@edinburgh.gov.uk

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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