



hunters

The Occupier

Address

25 March 2011

South Cambridgeshire District Council – Stock Condition Survey 2011

Dear Sir / Madam

We are writing to advise that Hunters, Building Surveyors, have been appointed by South Cambridgeshire District Council as an independent firm of chartered surveyors to undertake a Stock Condition Survey of their housing stock. This will require a surveyor to gain access to your home to establish the age and condition of certain building components.

When will the surveyor call?

A surveyor will be conducting surveys of homes in your area commencing on 22nd March 2011 **over a period of two weeks** and will call at your home between the hours of 8:00am – 6:00pm Monday to Friday. We would be grateful if you could give our surveyor access to carry out the survey when they call at your property. We would be extremely grateful if you can allow access and co-operate with our surveyor, in order for the survey to be conducted with the minimum of delay and disturbance to you and your family.

Do I need to do anything?

We would be grateful if you could give our surveyor access to your home to carry out the survey. It should take no more than half an hour to complete.

What if I am not at home?

If you are not at home our surveyor will simply leave a calling card asking that you contact him/her on their mobile number or you can **Ruth Jellyman on Freephone 0800 587 6514** to arrange a mutually convenient inspection if a calling card has been left. **We do not expect you to take time off work!**

Important information!!

All our surveyors will be carrying a Hunters photographic identity card, together with a letter of authority from South Cambridgeshire District Council. Additionally, your home has been issued with the following unique security number **UPRN**.

Please do not admit anyone in to your home that cannot produce the above documentation.

In anticipation, we thank you for your assistance. If you need any further information please do not hesitate to contact Hunters, **Ruth Jellyman** on **0800 587 6514**. Alternatively you can call South Cambridgeshire District Council on **0345 0450 500** should you have any queries regarding this survey.

Yours sincerely
Hunters

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