

URGENT NOTICE

Relating to Coronavirus

Dear Tenant (s),

17th March 2020

RE: Repairs & Rental Payments

Given the current Coronavirus outbreak we would ask tenants to:

- a. Inform office if you or anyone living in the property is in **self-ISOLATION**.
- b. If you have high temperature, persistent coughing & breathing issues please inform this office if a visit is due from a contractor or staff member to the property (Remember prevention is better than cure).
- c. **ONLY** inform POONAM ESTATES of URGENT REPAIR(S), if not sure please contact us via email or telephone.
- d. **NO CASH WILL BE ACCEPTED** for rental payments. Please transfer monies into our clients account detailed below.
- e. **ONLY** visit POONAM ESTATES office if it is essential & you will have to wait in marked designated area (no seating).
- f. **GAS SAFETY CERTIFICATES**, if one is due we will contact you & arrange a visit with the contractor. Note: All household members will be asked to remain in one room or vacate the house.

Bank Details

Poonam Estates Ltd

Bank: Santander

Business Banking, Santander, Newport. PO BOX 126. NP19 7BF

Sort Code: 09-06-66

Account number: 40498104

Ref: (The first line of your address)

We are working to continue our service & **NEED YOUR COOPERATION** to make sure it's in a **SAFE ENVIROMENT**.

Letting Department

Poonam Estates

info@poonamestates.co.uk



SALES LETTINGS MORTGAGES

Tel: 020 8571 4144 Fax: 020 8571 0171



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WHILST EVERY EFFORT HAS BEEN MADE TO ENSURE THAT THE PARTICULARS CONTAINED HEREIN ARE CORRECT. NO GUARANTEE TO THEIR ABSOLUTE IS MADE, NEITHER CAN THEY BE USED OR SAID TO MAKE ANY DEED OR CONTRACT. AS INTERMEDIARIES FOR THE VENDOR WE ARE UNABLE TO VERIFY THE WORKING ORDER OF ANY SERVICES, EQUIPMENT, APPARATUS ETC. VERIFICATION OF THE TENURE SHOULD BE ASCERTAINED VIA SOLICITOR OR LEGAL CONVEYANCER.