



21 May 2019

Dear Tenant

STOCK CONDITION SURVEY

Forgewood Housing Co-op has recently appointed JMP to carry out a stock condition survey of 30% of our properties. The survey data collected will be used to determine the Co-op's future investment needs and assess compliance with the Scottish Housing Quality Standard. IT WILL ALSO ASSIST IN DETERMINING THE UPGRADES TO ALL OF OUR PROPERTIES.

We anticipate the survey commencing on Tuesday 28 May 2019 with the aim of completing the surveys by week ending Friday 21 June 2019. A surveyor will call at your home within these dates to carry out a survey, however, if they find you are not at home they will try and gain access to another property in the area. **We must stress that you do not have to wait in for a surveyor to call and you do not have to take time off work.**

The survey should last for no more than 1 hour and involves a visual survey of windows, doors, kitchens, bathrooms etc as well as the roof, external walls and other external features. It will not involve any disruption to your furniture and fittings.

The Surveyors will carry photographic ID along with a letter of authority issued by the Association and will be on their headed paper. You should ask to see these before allowing the Surveyor into your home.

Should you have any concerns or queries about the stock condition survey, please contact JMP on 0800 917 9295 Monday to Friday 9.00am to 12.00pm and 2.00pm to 5.00pm.

I very much hope that you will be able to assist in this and would like to thank you in advance for your help.

Yours faithfully

Paul Lennon

Paul Lennon
DEPUTE DIRECTOR