**To: Homeowners of Earls Terrace**

**From: ETML’s Board of Directors**

**Date: 2017**

**Re: Estate Agent Letter**

Enclosed is a 1-page letter that you can provide to your Estate Agent if you are considering putting your house on the market. The intent is to provide guidance and assistance to these agents as to the ETML rules and procedures.

We hope it will clarify issues and help expedite matters for you, your Estate Agent and the new owner.

ETML Board

Dear Agent,

Earls Terrace Management Ltd. (ETML) is the management company responsible for Earls Terrace (houses numbered 2 to 24, Kensington, London W8 6LP). As well as allocated underground car park space (s).

You may already have experience in the sale and marketing of properties on Earls Terrace but, in the event that you are not familiar with the relevant issues, we felt that it would be helpful to set them out for your Firm’s attention. Although the houses are individual freehold properties, each house is in fact subject to a Deed of Covenant which sets out various legal requirements and responsibilities. Each homeowner has a copy of this document and we suggest that you ask to review a copy to ensure that your marketing details are accurate.

The homeowner is required to obtain a Licence to Assign from ETML with regard to the sale of any car space and enter into a Deed of Covenant for the house Any prospective purchaser must be approved and as part of this process, they must provide personal and financial references. If any offshore company is utilised they will be asked to provide a substantial rent deposit. The lease relating to the car space strictly specifies that the lease can only be transferred to a purchaser who resides at Earls Terrace or in Edwardes Square.

Furthermore, you will be aware that the houses are Grade II listed and any historical or proposed alterations, be they internal or external, are subject to the stringent requirements of Historic England and RBKC. However, in addition to this, consent for any external alterations is required from ETML. We presume that, as part of your own due diligence, you will ensure that the homeowner is able to confirm to you that all the appropriate consents have been obtained. This due diligence will avoid any unnecessary delays in processing the sale.

If you have any further queries do not hesitate to contact our manager Ms Justine Williams [justine@earlsterrace.net](mailto:justine@earlsterrace.net).

Yours sincerely,

ETML Board