



Emily McAlister <emily@retirement.capital>

Matter Ref: 072930-0001 Re: P/O 9 Martinfield, Welwyn Garden City, AL7 1JQ (1 Document Attached)

5 messages

Caroline Jeavons <caroline.jeavons@machins.co.uk>

24 January 2025 at 13:28

To: Philip Buckingham <phil@lucybee.com>, Family <family@lucybee.com>

Cc: Emily McAlister <emily@retirement.capital>

Dear All,

Please find attached our 'Engagement Letter' and 'Terms and Conditions'. Each trustee should sign both the letter and terms and conditions please to confirm acceptance of the terms contained therein. I've also attached a PEP form for each of you to print off and sign please.

I note that Graham mentioned that there is an Estate service charge. Depending on what is needed for this it may be that an extra 2-3hrs work is needed, but it is impossible to tell how this will be dealt with by the owner of the Estate until we receive draft papers.

I've introduced myself to the in-house solicitor at Atlas so hopefully I will receive a contract pack in the next week.

We also ask for £1,000 of account of disbursements and fees for each transaction. I would therefore be grateful if you would arrange for £1,000 to be transferred to our client account (details attached) using the reference CJ/72930/1.

Feel free to give me a call anytime if you have any further queries.

Kind regards,

For and on behalf of

Machins Solicitors LLP

Caroline Jeavons | Solicitor

Commercial Property Department

[28 Dunstable Road](#) | [Luton](#) | Bedfordshire | LU1 1DY

Tel: 01582 514000 | **Fax:** 01582 585300 **Mobile:** 07484 012 671

Web: www.machins.co.uk

Twitter: @machinslaw

My Working Hours are: - Tuesday, Wednesday, Friday: 9am–5:30pm and Thursday 9am-3pm

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4 attachments



Engagement Letter.pdf

147K



Machins Bank Details.pdf

139K



Terms and Conditions.pdf

184K



PEP form.pdf

208K

Philip Buckingham <phil@lucybee.com>

To: Caroline Jeavons <caroline.jeavons@machins.co.uk>, Family <family@lucybee.com>

Cc: Emily McAlister <emily@retirement.capital>

24 January 2025 at 15:03

Hi Caroline

As with the engagement letter can we all just sign one copy of the 2 other documents?

Best regards

Phil

LUCY BEE

Phil Buckingham

Director



e phil@lucybee.com

t 01992 747900

a PO Box 214 Hertford Herts SG14 2ZX

lucybee.com

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Philip Buckingham <phil@lucybee.com>

24 January 2025 at 15:06

To: Caroline Jeavons <caroline.jeavons@machins.co.uk>, Family <family@lucybee.com>

Cc: Emily McAlister <emily@retirement.capital>

Hi Caroline

Do we need to spend 2-3 hours on establishing the service charge, wont our tenant pay it anyway?

Best regards

Phil

LUCY BEE

Phil Buckingham

Director



e phil@lucybee.com

t 01992 747900

a PO Box 214 Hertford Herts SG14 2ZX

lucybee.com

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From: Caroline Jeavons <caroline.jeavons@machins.co.uk>
Date: Friday, 24 January 2025 at 12:29
To: Phil Buckingham <phil@lucybee.com>, Family <family@lucybee.com>
Cc: Emily McAlister <emily@retirement.capital>
Subject: Matter Ref: 072930-0001 Re: P/O 9 Martinfield, Welwyn Garden City, AL7 1JQ (1 Document Attached)

Dear All,

[Quoted text hidden]

Caroline Jeavons <caroline.jeavons@machins.co.uk>
To: Philip Buckingham <phil@lucybee.com>, Family <family@lucybee.com>
Cc: Emily McAlister <emily@retirement.capital>

24 January 2025 at 15:14

Hi Phil,

Yes that'll work!

[Quoted text hidden]

Caroline Jeavons <caroline.jeavons@machins.co.uk>
To: Philip Buckingham <phil@lucybee.com>, Family <family@lucybee.com>
Cc: Emily McAlister <emily@retirement.capital>

24 January 2025 at 15:22

Hi Phil,

It might not take much time at all, it just depends how the service charge for the estate is drafted. Sometimes you are required, for example, to enter into a deed of covenant with the estate owner or management company, so it involves a separate deed. This isn't always the case, we just need to wait and see what is required.

Yes, ultimately you will no doubt want to pass the service charge payments onto the tenant, but the owner of the Estate will want the SASS as purchaser to be under an obligation to pay the service charge. It just depends on how

they deal with this in practice, sometimes it is through a deed of covenant, sometimes it is dealt with in other ways.

You would then include a term in the lease requiring the tenant to reimburse you for this estate service charge.

Please note that I haven't yet quoted for the lease work. We can have another chat about this once you agree on the terms of the lease (which I know you want to be fair with a rent at market value).

Kind regards,

For and on behalf of

Machins Solicitors LLP

Caroline Jeavons | Solicitor

Commercial Property Department

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