|  |
| --- |
| {{ao\_letter\_names}}{{ao\_correspond\_add\_vert}} |

Grey & Associates

4th Floor

26-28 Hammersmith Grove

Hammersmith

W6 7BA

Dear Steve Whitehead,

**Re: Appointment of** **Steve Whitehead** **as Party Wall Surveyor on Behalf of {{ao\_property\_add\_horz}} - The Party Wall etc. Act 1996.**

As {{ao\_plural}} ({{ao\_fhlh}}) of **{{ao\_property\_add\_horz}}** {{ao\_i\_we}} hereby appoint you, Steve Whitehead, as {{ao\_my\_our}} surveyor, in connection with the works proposed at **{{bo\_property\_add\_horz}}** in accordance with Section 10 of the above Act and authorise you to receive any notices in connection with the proposed works on {{ao\_my\_our}} behalf.

As {{ao\_plural}} ({{ao\_fhlh}}) of **{{ao\_property\_add\_horz}}** {{ao\_i\_we}} hereby declare that {{ao\_i\_we}} {{ao\_am\_are}} willing to receive any notices, Awards, or any other documents by means of electronic communication in accordance with The Party Wall etc. Act 1996 (Electronic Communications) Order 2016 to the email address/addresses listed below. If no email address is listed below then {{ao\_i\_we}} agree to the use of the email address/addresses used as primary means of contact with {{ao\_me\_us}} during the course of this project.

Yours sincerely,

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Joint Owner (if applicable)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Joint Owner (if applicable)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes:**

* This letter is a formal letter of appointment of a surveyor under the Party Wall etc Act 1996.
* This letter can only be signed by the owner of the property, not an agent acting on his behalf.
* If the owner is a company, a competent director must sign.
* If husband and wife are joint owners, both must sign.