



Notice of proposal to make a Property Factor Enforcement Order made under Section 19(2)(a) of the Property Factors (Scotland) Act 2011 ("the Act") following upon a Decision of the Homeowner Housing Committee in an application under Section 17(1) of the Act

Hohp ref: HOHP/PF/16/0025

Re: 0/1, 5 Firpark Close, Glasgow G31 2HQ ('the property')

The Parties:

Mrs Morag Shaw, 25 Greenhead Road, Lennoxtown G66 7DQ ('the homeowner')

Newton Property Management, 87 Port Dundas Road, Glasgow G4 0SF ('the property factor')

Decision by a committee of the Homeowner Housing Panel in an application under section 17 of the Property Factors (Scotland) Act 2011('the Act')

Committee members: Sarah O'Neill (Chairperson), Carol Jones (Surveyor member)

This notice should be read in conjunction with the Committee's Decision under Section 19 (1) (a) of the Act of the same date.

The Committee proposes to make the following Property Factor Enforcement Order ("PFEO"):

1. Within 28 days of the communication to the factor of this Property Factor Enforcement Order, the property factor must:
 - a. Issue a formal written apology to the homeowner in respect of the property factor's failure to comply with its duties under section 2.5 of the code of conduct for property factors.
 - b. Make payment to the homeowner of the sum of £150 in recognition of the stress and inconvenience caused to her by the property factor's failure to comply with its duties under section 2.5 of the code of conduct.
 - c. Amend its written statement of services to set out clear information about the circumstances in which it will charge an 'underwriting fee' in respect of larger works falling outwith its core service, including when, in what circumstances,

and to whom, this fee will be charged, in order to comply with section 1.1a B.d of the code of conduct for property factors.

- d. Amend its written statement of services to set out clear information on how to change or terminate the service arrangement including signposting to the applicable legislation, and state clearly any 'cooling off' period, period of notice or penalty charges for early termination, in order to comply with section 1.1a F.p of the code of conduct for property factors.
- e. Provide documentary evidence to the committee of its compliance with the above by sending such evidence to the office of the Homeowner Housing Panel by recorded delivery post.

Section 19 of the 2011 Act provides as follows:

"... (2) In any case where the committee proposes to make a property factor enforcement order, they must before doing so...

(a) give notice of the proposal to the property factor, and

(b) allow the parties an opportunity to make representations to them.

(3) If the committee are satisfied, after taking account of any representations made under subsection (2)(b), that the property factor has failed to carry out the property factor's duties or, as the case may be, to comply with the section 14 duty, the committee must make a property factor enforcement order..."

The intimation of the Committee's Decision and this notice of proposal to make a PFEO to the parties should be taken as notice for the purposes of section 19(2) (a) of the Act and parties are hereby given notice that they should ensure that any written representations which they wish to make under section 19(2) (b) of the Act reach the Homeowner Housing Panel's office by no later than **14 days** after the date that the Decision and this notice is intimated to them. If no representations are received within that timescale, then the Committee is likely to proceed to make a Property Factor Enforcement Order ("PFEO") without seeking further representations from the parties.

Failure to comply with a Property Factor Enforcement Order may have serious consequences and may constitute an offence.

Sarah O'Neill

Chairperson Signature

Date.....24/11/16.....