

From: [Fyvie, Morgan](#) on behalf of [HPCAdmin](#)
To: ["mccormack290@gmail.com"](mailto:mccormack290@gmail.com)
Subject: 23 Sutcliffe Road, Flat 0/2, Glasgow, G13 1BU - Our Ref: FTS/HPC/PF/20/0120
Date: 20 November 2020 13:49:49
Attachments: [PFEO \(PF.20.0120\) 20.11.20 .pdf](#)
[review and appeal guidance.docx](#)
[certificate of compliance PF.20.0120.pdf](#)

20 November 2020

Our Ref: FTS/HPC/PF/20/0120

Dear Ms McCormack

Notification of Decision
Property Factors (Scotland) Act 2011 ("the Act")
23 Sutcliffe Road, Flat 0/2, Glasgow, G13 1BU

I refer to the above application which was considered by a tribunal. I now enclose a copy of the tribunal's Determination with Statement of Reasons.

In this case, the tribunal has made a Property Factor Enforcement Order (PFEO) which requires the Property Factor to carry out certain actions within a specified time period. **It is important that the Property Factor gives the homeowner suitable notice if access to the property is required to comply with the order.**

If the actions specified in the PFEO have been carried out, please advise us a soon as possible and send us any documentation or receipts, if appropriate, to support this. This will allow the tribunal to consider if a Certificate of Completion will be issued.

If the tribunal receive no notification from you that the actions specified in the PFEO have been carried out, the tribunal will write to you after <INSERT DATE> and request further information and written submissions. The tribunal may decide to fix an oral hearing to which the parties will be invited. If the tribunal decides after enquiry or a hearing that the actions specified in the PFEO have not been carried out, and the tribunal considers that there is no reasonable explanation for this, then the tribunal must notify the Scottish Minister of the failure to comply with the PFEO and the tribunal will also report the matter to the Police.

Please note that in terms of section 24(1) of the Property Factor (Scotland) Act 2011 a person who, without reasonable excuse, fails to comply with a PFEO commits an offence liable on summary conviction to a fine not exceeding level 3 on the standard scale.

If you disagree with the decision then you may be entitled to apply to the tribunal to review or seek permission to appeal the decision.

Review is available to all parties and the application must be received within 14 days of the date of this letter and must state why a review is necessary.

Permission to appeal is on a point of law only, and the application must be received within 30 days of the date of this letter.

More information on the review and appeal processes is enclosed. If you are unclear about these processes, then you may wish to consult a solicitor or Citizens Advice Bureau.

Further information regarding the enclosed documents and the consequences thereof can be obtained from our website at <http://www.housingandpropertychamber.scot>.

Yours sincerely

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