

Sovereign Harbour (Sea Defences) CIC

Number 22 Mount Ephraim
Tunbridge Wells
Kent TN4 8AS

20 January 2023

~D2ADDRESS~

~REFERENCE~

Dear Sir/Madam

**ANNUAL ESTATE RENT CHARGE
~PROPERTY~**

We enclose:

1. The rent charge invoice relating to your property for the year commencing 1 January 2023
2. Statement of account
3. The Profit and Loss Account for the CIC Accounts for the year ended 30 September 2022
4. The statement of Marina costs and letter from Premier Marinas (Eastbourne) Limited
5. The guide to the Estate Rent Charge 2023

Your statement of account shows how the balance of **£~BALANCE~** is calculated. Please help us to keep costs down by paying the full amount due within fourteen days.

Please note that interest is payable on any payments due under the terms of the rent charge deed after they have been outstanding for more than fourteen days. Interest will be notified to you on or around the following quarter days: 25 March, 24 June, 29 September and 25 December.

Methods of payment

The preferred method of payment is via bank transfer using the bank account details set out on the attached invoice, or via credit or debit card using the card payment facility on the Sovereign Harbour website (http://www.sovereignharbourtrust.co.uk/payment_details.asp).

Please note that we are not able to receive payments over the phone. If making payment via cheque, please note there will be a delay in banking your cheque of up to four weeks. If you require a receipt please provide a stamped addressed envelope.

We would strongly recommend payment is made via bank transfer or via card using the facility on the Sovereign Harbour website.

Paperless invoicing

We would like to invite homeowners who would prefer to receive annual invoices and other correspondence via email to register their email addresses with the CIC. To do so, please email the CIC using the email address below confirming your preference for paperless invoicing, ensuring that your plot number and the first line of your address is included in the email.

Financial Difficulties

We are mindful that the current cost of living has caused ongoing financial hardship to some. If you are experiencing financial hardship and will have difficulty paying your invoice, we encourage you to contact us as soon as possible, so that we can discuss what instalment options may be available. Please use the contact details below.

Due to the volume of correspondence we anticipate due to the current financial climate, please allow us fourteen days to respond to queries.

We look forward to hearing from you.

Yours faithfully

A handwritten signature in black ink, consisting of a large, stylized loop followed by a short horizontal stroke.

Sovereign Harbour (Sea Defences) CIC

Encs

INVOICE for ESTATE RENTCHARGE 2023

~D2ADDRESS~

~REFERENCE~

~PROPERTY~

28 January 2023	£	VAT £	£
<p>The SW Charge was set at £75.00 on 01 Dec 1987 and is varied annually by changes in the Retail Price Index (RPI).</p> <p>The Retail Price Index in December 1987 was 103.4</p> <p>The Retail Price Index last published by 1 Dec 2022 is 356.2</p> <p>The Rent Charge for the period from 1 Jan 2023 to 31 Dec 2023 is therefore:</p> <p>$\frac{356.2}{103.4} \times £75.00 = £258.37$</p>	£258.37	£ 0.00	£258.37
Amount Due	£258.37		

E & OE

Please make payment by card as set out in our letter or by direct transfer into our bank account. The bank details are as follows:

Sovereign Harbour (Sea Defences) CIC
Account number: 78327776 Sort code: 55-70-13
IBAN Number: GB07 NWBK 5570 1378 3277 76

Please use your **plot number only** as a reference when making a bank transfer or card payment, **do not include our reference**. Your plot number is unique to your property and we will not be able to allocate payment to your account without it. It is shown at the top of this letter.

Alternatively, please make cheques payable to **Sovereign Harbour (Sea Defences) CIC** by returning the duplicate copy of the invoice with your remittance.

INVOICE for ESTATE RENTCHARGE 2023

~D2ADDRESS~

~REFERENCE~

~PROPERTY~

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Sovereign Harbour (Sea Defences) CIC STATEMENT

~D2ADDRESS~

~REFERENCE~

~PROPERTY~

~LABELS~

~TABLE~

~TOTAL~

Abbreviations: SW – SW Charge, MC - Marina Charge, INV - Invoice, INT - Interest, CR - Credit, ADJ - Adjustment.