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10 February 2026

Dear Miss Rendeovski-Savaricas

Re: Flat 9, 45-46 Lancaster Gate, London, W2 3NA

Thank you for instructing Chestertons to act on your behalf in the sale of the above property.

As agreed, we will market the property at an asking price of £1,250,000 (one million, two hundred and fifty thousand), subject to contract, for the Leasehold 84 years 11 months interest.

As Estate Agents we have a legal obligation to comply with certain legislation before establishing a business relationship.

Money Laundering Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017

To comply with this legislation, all clients who are private individuals are required to conduct an electronic remote identity check to verify their identity and guard against ID theft. The check is conducted electronically on behalf of Chestertons by Thirdfort, a secure 'Remote Verify' provider who will ask to provide proof of identity and residence. Qualifying documents for identity must be government-issued original documents, such as current passport, current driving licence (UK), or EEA national identity card.

In addition, proof of residence must be shown. This could include originals of any of the following, which show your current residential address: a utility bill, local authority council tax bill (for current tax year), financial statement, etc. These should be different to any in the above section, a posted copy (not downloaded from the intranet) and less than three months old.

In the case of a company owned property, we will require evidence of the company's existence together with a listing of all beneficial owners with an interest of more than 25%. Qualifying documents:

- Certificate of Incorporation
- Memorandum and Articles of Association
- Register of Directors
- Register of Members/ Shareholders
- Identity and proof of residence documents for any individuals who control directly or indirectly more than 25% of company shares.

Information required for Trust/Charity or not Profit Organisation:

- Name of Trust/ Charity or not Profit Organisation
- Date of settlement/Incorporation
- Location of Trust/Charity or not Profit Organisation
- Settlor
- Trustees
- Beneficiaries

Energy Performance Regulations (EPC)

Since April 2012 we are required to obtain an Energy Performance Certificate (EPC) before the property is marketed. Whilst we can start marketing immediately, we will require the EPC by the end of the first week of marketing or a written confirmation that an EPC has been ordered and the EPC delivered to us within the first 28 days of marketing otherwise we will be unable to market your property.

Consumer Protection from Unfair Trading Regulations 2008

Under this regulation we have to provide potential purchasers with accurate information about your property from the first day of marketing. To prevent us from making any misleading statements to purchasers through a lack of knowledge of material matters which might affect your property, we will require the following items before we are able to start marketing your property:

- A copy of the most recent service charge statement/demand
- A copy of the most recent ground rent statement/demand
- A copy of the lease agreement (if the property is leasehold)

Please return the required documents to us as soon as possible.

If you have not already appointed a solicitor we would recommend that you do so at your earliest opportunity, to avoid any unnecessary delay once a sale has been agreed. Your solicitor will then require you to complete the Law Society Fittings & Contents (TA10) and Property Information (TA6) protocol forms as a sale can only proceed with these forms in place. We would advise you to complete these forms as early as possible. We can assist you with contact details for solicitors, and provide you with copies of the above mentioned forms if required.


The Estate Agents Act 1979

This requires that our instructions are confirmed in writing and we enclose our Terms of Business for you to sign and return to us. Our Terms of Business confirm that our fee to act as your agent on a Multiple Agency Basis, will be calculated at 2% plus VAT (i.e. 2.4% {2% + VAT}), of the eventual selling price. The fee becomes due on exchange of contracts but it is payable by your solicitor upon completion. For example, if the property sold for the asking price, our fee would equate to £25,000 plus VAT (£1,250,000 x 2% = £25,000 plus VAT or £30,000 inclusive of VAT).

We look forward to receiving the required documentation from you, confirming your instructions, to allow us to proceed with the full marketing of your property.

We are delighted to be working with you in the sale of your property and look forward to reporting progress to you soon.

Yours sincerely,



Dylan James
Director
Chestertons

Checklist:

- Proof of Identity
- Proof of Residence
- Recent Service Charge Statement/Demand
- Recent Ground Rent Statement/Demand
- Signed Terms of Business

