

Members of:



NRM LTD
**Residential Managing Agents
& Property Maintenance**
Wherry Road, Norwich, NR1 1WS
Office: 01473 558400
ranelaghroad@nrmltd.co.uk
www.ranelaghroad.com or www.nrmltd.co.uk

To:

Date as Postmark

IMPORTANT INFORMATION REGARDING YOUR PROPERTY

Dear ???,

Re: Ranelagh Road Management Company Limited (RRMCL)
Property Address: ?????

NRM has been appointed to replace Crabtree as Managing Agents for the administration of Ranelagh Road Management Company Limited (RRMCL) from **1st August 2012**. RRMCL is the company setup (within your lease or freehold title transfer) to deal with the communal /estate areas of the development and to collect the service charges / reserve funds for maintenance works.

As background NRM is an independent specialist local firm of managing agents. We provide our customers with a quality, value for money property management service from small blocks and estates to residential developments in excess of 180 units. We look to set the standards in the industry for property care, administration, financial control and by utilising the latest technology, to ensure our customer communication is second to none. We are available to speak with you 24hrs a day and always respond to emails 7 days a week. Enclosed is an introductory brochure giving some further background of the services provided by NRM.

Should you need to speak with us, our contact details are:

Office: 01473 558400 (9am to 5pm) Answerphone (24hrs)

Email: ranelaghroad@nrmltd.co.uk

Web: www.ranelaghroad.com or www.nrmltd.co.uk

Postal Address: NRM Ltd, Wherry Road, Norwich, NR1 1WS

Please complete and return the enclosed contact form or email details direct to ranelaghroad@nrmltd.co.uk. This will enable NRM to contact you via email or telephone. NRM is registered under the Data Protection Act 1998. All formal notices will always be posted to your nominated postal address.

Yours sincerely

For and on behalf of

Ranelagh Road Management Company Limited (RRMCL)
Norwich Residential Management