

# Demand Notice Guide

## REQUEST FOR PAYMENT 1

EXAMPLE RTM COMPANY LIMITED 2

28th March 2023 3

4 Mr Smith  
2 Long Lane  
London  
SS2 8LY

5 **Property:** 2 Long Lane, London SS2 8LY

8 **Financial Year:** 01Apr2023 - 31Mar2024

7 **Reference:** 3406/2LONG 6

| Description   | Debit £         | Credit £        | Balance £                       |
|---|-----------------|-----------------|---------------------------------|
| Balance Forward From Last Statement On 31Oct2022 <span>9</span>                         | 1,314.86        |                 | 1,314.86                        |
| Payment(s) Received <span>10</span>   |                 | 1,314.86        | 0.00                            |
| Schedule 1 - Service Charge: 1st Half Year Charge 01Apr2023 - 30Sep2023 <span>11</span> | 2,493.29        |                 | 2,493.29                        |
|   | <u>3,808.15</u> | <u>1,314.86</u> |                                 |
|   |                 | <b>Total</b>    | <b>2,493.29</b> <span>12</span> |

2LOND/Flat 2/2 Long Lane, London/SN21 STD1

Pursuant to Section 47(1) of the Landlord and Tenant Act 1987, the name and address of your Landlord is: EXAMPLE RTM Company Limited, Devonshire House, 29-31, Elmfield Road, Bromley, BR1 1LT 13

Pursuant to the Section 48(1) of the Landlord and Tenant Act 1987, the address at which notices (including notices in proceedings) may be served by you is: C/O Prime Property Management, Devonshire House, 29-31, Elmfield Road, Bromley, BR1 1LT

Please see the accompanying documents for information about your service charge. Help your management company to meet its day-to-day expenses by arranging this today.

A payment must be made within 31 days of the invoice date to avoid a reminder being issued. To set up a standing order or pay by instalments please use the bank details below and please notify us (at [creditcontrol@primepm.co.uk](mailto:creditcontrol@primepm.co.uk)) of the proposed payments. This will avoid any unnecessary reminders (note if the payment plan is subsequently not adhered to late fees may be applied). 14

Card payments are accepted at the online web address below.

**Payment Details**      28th March 2023      SN 21      Reference: 3406/2LONG      Total £ 2,493.29

From: Mr Smith      Flat 2 111 Long Lane London

By Bank Transfer      Metro Bank  
Sort Code: 23-05-80, A/c Number: 11111118 A/c Name: Prime Property Management (2 LONG LANE)  
Reference: 3406/2LONG

Online      Visit our payment page at <https://primepm.co.uk/payment>  
Reference: 3406/2LONG

# Demand Notice Guide

1. This section title shows that the document is a formal request for payment due for managing the property.
2. This is the company responsible for overseeing the building's management who Prime are acting on behalf.
3. The date the payment demand was issued. Payments are expected within 30 days.
4. The name and mailing address of the leaseholder receiving the demand. This section is used to confirm the correct recipient.
5. The property for which the service charge is being requested.
6. A unique identifier for this demand, used to correctly allocate the payment when made. Leaseholders should include this reference in all correspondence and payments.
7. SN number is an internal reference number for this period or billing cycle.
8. The financial year for which the period these charges apply.
9. This is an amount carried over from the last statement, meaning it was owed from a previous period and hasn't been paid.
10. This shows payments previously made to cover the past balance.
11. This is the new charge for managing the property for the first half of the financial year (April to September 2023). Service charges typically cover maintenance and management of the building's common areas.
12. After accounting for the previous payment and the new half-year service charge, this is the current balance due.
13. This legal text provides required information under UK law, specifying the landlord's name and address where formal notices should be sent.
14. Payment must be made within 31 days from the demand date to avoid reminders or possible late fees.