

**Relocation to London Ltd.**  
**233 Willesden Lane, London, NW2 5RP**  
**Tel: 0208 459 0555 Fax: 0208 459 0556**

For Att: Wickstone Ltd

Re: 34A-36 Kilburn High Road, London, NW6 5UA

General Management and Operation

**RECEIVED**  
**24 AUG 2006**

The apart-hotel will be operated on a 24-hour basis with porter/reception attendant or manager on duty at all times. Rooms will be cleaned, beds made, etc. on a daily basis with bed-linen in occupied suites changed every (2) days. The residential accommodation on the upper floors will, of necessity, be the responsibility of individual tenants, although the management company associated with the apart-hotel will be responsible for maintenance of all common parts of the upper floors of the building.

Whilst the flats will be let on a long-term basis, occupation by guests of the suites in the apart-hotel will be limited to a maximum of 90 days for any one guest or group of guests in accordance with the general expectation for this type of tourist accommodation expressed in the London Plan and set out in the London Acts.

Operational Structure and Management:

Manager: Ms. Annamarie Uys.

Ms. Uys has been appointed as general manager for the above property .Her experience stretches over the past 8 years including the management of Serviced Apartments. Management hours are 9am to 5 pm Monday to Friday. Duties included in Ms. Uys appointment will include marketing and the management of all Health and Safety records and staff safety training .

Assistant Manager: The Assistant Manager appointed will be standing for the General Manager on Saturdays and Sundays 9am to 5pm, during holidays and sick leave.

Porter and Security: 4 staff members have been appointed as on site porters and security. A 7 day 24 hour rota will be followed with supervised hours by the General Manager between 9am-5pm weekdays and an assistant manager will supervise on weekends.

Housekeeping: 4 Independent contracted staff members will tend to the property 7 days a week 8am to 4pm.

All bedroom and bathroom linen are provided and laundered by an independent laundry Company.

Maintenance: 1 maintenance contractor has been contracted for 6 days a week 9am to 5pm on site. An additional maintenance contractor will provide after hours on call service between the hours of 5pm to 9am

Lift: Maintained by KONE Lifts

Pest Control: Annual contract by pest control company.

Fire Alarm & Fire extinguishers: fire Alarm tests will be carried out on weekly basis and records kept by the manager. Annual maintenance and service to the system will be carried out by Independent contractor.