



Abacus Estates Int Limited 104 Fortune Green Road West Hampstead London NW6 1DS

020 7431 3777 020 7431 9777 info@abacusestates.com

10<sup>th</sup> June 2005

Nagib Shariff 245 Station Road Harrow Middlesex HA12TB

Dear Nagib Shariff

#### Re: 218a Kilburn High Road, Kilburn, London NW6 4JH

Further to our meeting yesterday, I set out below the various matters we discussed together with a marketing and fee proposal.

I also enclose a copy of our Landlords Terms and Conditions, which should be read in conjunction with this letter.

#### 1. TIMING

You have indicated you would let the property on a furnished or unfurnished basis for one year

#### 2. RENTAL VALUE

It is our opinion that the property should be entered into the market at commencing asking rent in the regions of:

Top Floor Flat £250 Per Week

Second Floor Rear Flat £225 Per Week

Second Floor Front Flat £225 Per Week

First Floor Rear Flat £250 Per Week

First Floor Front Flat £225 Per Week

However offers received from good covenants within £10-£15 of the asking price should be seriously considered.

#### 3. ABACUS ESTATES SERVICES

Abacus Estates International limited is renowned for its ability to let high quality residential property and we will provide the following services in the course of its agency

# 1

### TENANCY AGREEMENT

DATED: Boun September 2005

PARTIES:

Landlord

Abdul Shariff, Suitan Shariff, Nagib Shariff, Shalik Shariff

245 Station Road

HA1 2TB

Tenant

Lawrence Murphy Flat 5 Elizabeth Court 1 Palgrave Gardens London NW1 6EJ

Landlord's Agent

Abacus Estates International Limited 104 Fortune Green Road, West Hampstead

NW6 1SD

PROPERTY

Flat 1, 218a Kilburn High Road, Kilburn, London, NW6 7JG

CFLATA)

**TOGETHER WITH** the fixtures furniture equipment and effects therein and more particularly specified in the Inventory thereof signed by or on behalf of the parties subject to the provisions of Clauses 3.7 and 3.8 hereof

TERM:

1 year from and including the 30th September 2005 until and including 29th September 2006

RENT:

£12,740.00 (Twelve Thousand Seven Hundred and Forty Pounds) per annum

PAYABLE:

In advance with the first instalment of £1061.67 payable on the signing hereof direct to the landlords agent and thereafter eleven further equal calendar monthly instalments of £1061.67 to be payable by

the 30th day of each calendar month to the Landlord by bankers standing order

**DEPOSIT:** 

£1470.00 to be paid on the signing hereof to the Agent to be dealt with in accordance with the terms

and conditions and in accordance with Clause 7

- A. The Landlord lets and the Tenant takes the Property for the Term at the Rent payable as above
- B. This Agreement incorporates the following Letting Provisions
- C. The Landlord hereby gives notice to the Tenant:-

That this Agreement is intended to create an Assured Shorthold Tenancy as defined in Section 20 of the Housing Act 1988 and the provisions for the recovery of possession by the Landlord in Section 21 thereof apply accordingly and the Tenant upon signing this Agreement acknowledges that he has received such Notice.

SIGNED by the Landlord/Tenant.

In the presence of: .

Name: ..

Address: ..

Occupation:





# ASSURED SHORTHOLD TENANCY AGREEMENT

(This document should not be used to create a tenancy where the initial fixed term is to be for more than three years; you should consult a Solicitor, as such an agreement must be created by Deed)

If either party does not understand this agreement, or anything in it, it is strongly suggested you ask for an explanation before signing it. You might consider consulting a Solicitor,

Citizens Advice Bureau or Housing Advice Centre.

The Name and Address of the Letting Agent (if any) who arranged this tenancy is :-

G H GLOBAL REALTY

426 FINCHLEY ROAD

CHILDS HILL

LONDON, NW2 2HY

TEL: 020 7435 0044 FAX: 020 7435 4887

EMAIL: <a href="mailto:info@globalrealty.co.uk">info@globalrealty.co.uk</a>
WEB: <a href="mailto:www.globalrealty.co.uk">www.globalrealty.co.uk</a>

THIS DOCUMENT IS IMPORTANT AND SHOULD BE KEPT IN A SAFE PLACE

1	SUMMARY of CORE TERMS		
1.1	Insert here, the binding DATE of this contr	ract	30 <sup>th</sup> March, 2006
1.2	Name(s) of LANDLORD(S) & the ADD	PRESS:	
Mr	Abdulsutan Shariff, Mrs Shirin Shar	riff, Mr. Nagib	Shariff & Mr. Shafiq Shariff
All	of 245 Station Road Harrow Middles	ex HA1 2TB	
1.3	Name(s) of TENANT(S):		
Mr.	. Berat Bytyqi		
1.4	ADDRESS of Tenant(s):		
158	Sussex Gardens, London W2 1UD		
1.5	ADDRESS of PREMISES to be LET:		
Flat	t b, 218 Kilburn High Road London,	NW6 4JA	
1.6	Initial TERM of the tenancy will be:	1 YEAR LE	CSS 1 DAY
CON	MMENCEMENT date; from and including:	31st March,	2006
	EXPIRY date; to and including:	30 <sup>th</sup> March,	2007
1.7	RENT £ 953 PCM (per calend	ar month)	Nine Hundred and Fifty-Three Pounds
Rent	is payable in advance and is due upon the	B1 <sup>st</sup>	day of each rental period
	the first payment (or proportionate part) is to be		
1.8	A security DEPOSIT of £ 953		paid on or before the signing of this agreement
1.9	The <b>LANDLORD</b> will hold the security depo	osit referred to clau	se 1.8



Camden Council, Council Tax and Business Rates Division, Town Hall, Argyle Street, London WC1H 8NH

 $20^{TH}$  June 2006

Dear Sirs,

COUNCIL TAX FOR FLAT B, 218A KILBURN HIGH ROAD, NW6

We are in receipt of the enclosed council tax reminder notice and wish to once again reiterate that Styleast is the landlord of the above property but the responsibility for Council Tax payments lies with the tenants and in this respect the tenant responsible to pay the council tax for flat B as mentioned above, from 1st April 2006 is:

Mr. BERAT BYTYQI.

Hope this clarifies the matter.

Yours faithfully,

STYLEAST.

Town Hall, Argyle Street, London WC1H 8NH

Phone: 020 7974 6470 - Lines open: 8am to 5pm, Monday to Friday

except Wednesday, when we close at 2.30pm



Fax: 020 7974 6450

Central minicom number: 020 7974 6866

E-mail: revenues@camden.gov.uk

Data Protection Act 1998: We may share the information you give us with other council departments and other local or central agencies if the law allows this.

Issue Date: 8 November 2006

Account Ref: 77349278 Bill No: 1/100

STYLEAST 245 STATION ROAD HARROW

32

HA1 2TD

In respect of (if different from above): FLAT C 218 KILBURN HIGH ROAD

COUNCIL TAX ADJUSTMENT NOTICE

The Council Tax Bill issued on the 16 October 2006 for the year 2006/2007 needs amendment because your Council Tax liability for this property has ended.

The statement below gives revised details of the charge for your property:

Council Tax for band C Council Tax due for period 22.10.2006 to 24.10.2006 Other Discount

£9.39 -£0.94

Total Charge for the Period

£8.45

Total Council Tax Payable 22.10.2006 to 24.10.2006

£8.45

Total amount payable for this bill £8.45

Council Tax for the period shown is payable as follows:

Date Due

Amount

Date Due

Amount

22.11.2006

£8.45

Your current payment method is, MONTHLY CASH INSTALMENTS

CL. NO. 6050SS (ZIS)









M3470

### Notes to explain your Council Tax bill

#### **Council Tax valuation bands**

Council Tax is charged on most properties. Each property belongs in one of eight bands depending on its value on 1 April 1991.

aluation band	Range of values
A	Up to and including £40,000
В	£40,001 to £52,000
C	£52,001 to £68,000
D	£68,001 to £88,000
E	£88,001 to £120,000
F	£120,001 to £160,000
G	£160,001 to £320,000
H	More than £320,000

The band which applies to your home is shown over the page.

#### **Discounts**

The basic Council Tax charge covers two adults aged 18 or over living in the property. If you are the only person living in the property you will get a 25% discount from the day you apply. If another person lives with you who is, for example, a student or severely mentally impaired, you may still receive a 25% discount. A full list of people who are disregarded for council tax purposes can be obtained by phoning 020 7974 6470 or by visiting www.camden.gov.uk. If nobody lives in your property and it is still furnished you will get a 10% discount. Otherwise, the full tax is payable unless the property is exempt. you receive a discount and your circumstances change, you must tell us within 21 days. If you do not tell us about any changes you may have to pay a penalty charge of £50.00.

#### People with disabilities

If you or any member of your household is disabled and part or all of your home has been adapted because of this, you can claim disability relief. If your claim is successful, we will reduce your bill to one in the band below yours.

#### **Benefits**

Council Tax Benefit can help with all or some of your Council Tax. Whether you will get Council Tax Benefit depends on the amount of Council Tax you have to pay, your personal circumstances and your income and savings. You should apply straightaway because we can only pay benefit from the date we receive your claim You can get more information and a claim form by ringing our 24-hour helpline on 020 7974 5766.

#### **Exempt properties**

Council Tax is not charged on certain properties. These are known as 'exempt properties' and include the following.

- Student halls of residence and properties which are lived in only by students.
- Ministry of Defence barracks and married
- Accommodation for visiting forces.

quarters

- Properties lived in by foreign diplomats who would pay Council Tax.
- Parts of properties which are lived in by the elderly or disabled relatives of those living in the rest of the property (granny

For certain types of empty properties we do not charge Council Tax. These include the following.

- Properties which are having structural alterations or repairs carried out.
- Some properties which are owned by a registered charity.
- For the first 6 months that a property is unoccupied and unfurnished.
- Properties which were lived in by people who are now in prison, in hospital or in a home, or who are receiving or providing care elsewhere.
- Properties where the only person who lived there has died.
- Properties which nobody can live in by law.
- Properties are kept empty for religious
- Properties which were lived in by students.
- Properties which have been repossessed.
- Properties left by someone who has become bankrupt.
- Empty caravan pitches or boat moorings.
- Empty parts of adjoining properties which cannot be let separately.
- Properties where all the residents are under 18 years old
- Properties where all the residents are severely mentally disabled.
- An exemption may be awarded where the occupier is forced to leave their main home in Camden due to serious damage caused by external environmental factors beyond their control; and where a statutory exemption does not otherwise apply. The exemption will stop after 12 months, or when the main home is reoccupied, whichever is the soonest.

#### **Complaints**

If you have a complaint, please contact us either in writing or by phone. If you are not satisfied with our response, you can phone our customer complaints officer on 020 7974 6443, write to them at the address shown over the page, or contact them through our website at www.camden.gov.uk

#### **Appeals**

If you have made a change to your property, or you are a new taxpayer and you think that your property should be in a higher or lower band, you should write to:

The Listing Officer for Camden HM Revenue & Customs London Support Unit Ramsden House, New Street Huddersfield HD1 2UU. Phone: 01484 228900

If you appeal you must still pay this bill. The band your property is in is based on the value of your home on 1 April 1991. Any changes in value since then are not taken into account.

You may also appeal if you think that you should not be paying Council Tax. For example, because you do not own or live in the property, or because your property is exempt, or because you think the way we have worked out the bill is not correct. If you want to appeal for these or similar reasons, you must first write to us so that we can reconsider the case.

#### More information

If you want help understanding your bill or you want to talk about a discount or an exempt property, please ring us on the number shown over the page. If you have difficulty paying, please call us now. We may be able to make other arrangements for you to pay. Don't put off contacting us. We will do whatever we can to help you. There is more information on our website at www.camden.gov.uk. Please remember that we may monitor or record phone calls for training purposes.

#### Warning

If you give us false information we may prosecute you. If you claim any reduction in your Council Tax, you must let us know straightaway if your circumstances change. It is an offence to provide false information and we will claim back any discounts you should not have received.

### Ways to pay



#### **Direct Debit**

RECT Direct debit is the cheapest and easiest way to pay. If you would like to pay by direct debit, please phone 020 7974 6470 or fill in the form in the payment book. If your payments are already shown on the front of your bill, you do not need to do anything.



#### Credit or debit card

To pay by direct debit or credit card visit our website (www.camden.gov.uk/pay) and follow the instructions on the screen Or phone the 24hr payment line on 020 7974 6104. Make sure you have your card and Council Tax account number handy.



If you already pay this way our bank details are shown on the front of this bill.



#### At a post office

You should take your payment book to the post office with you. Make your cheques payable to 'Post Office Counters'. There is a charge for this service.



#### **Paypoint**

You can pay in cash at any shop where you see the Paypoint sign. There is no Please make charge for this service. sure you take your payment book with



#### In person

You can pay at the Town Hall in Judd Street WC1 between 8am and 5pm. Monday, Tuesday, Thursday and Friday and between 8am and 2.30pm Wednesday, or at the Environment Shop at 45 Heath Street, NW3 between 8am and 6pm, Monday to Friday, and between 8.30am and 2pm on Saturday. Please make sure you take your payment book with you.



#### Telephone or online banking

Our sort code is 08-90-33 Our payee name is CAMDEN CTAX. Our account number is 61282663. Your reference number is your Council Tax account number which starts with a 7.



#### By post

You should make your cheques and postal orders payable to 'LB Camden (CTax)'. Please write your Council Tax account number on the back of your cheque or postal order and send it with your payment slip at least three days before the payment is due.

The address is: London Borough of Camden Chief Cashier Town Hall Judd Street London WC1H 9JE.

#### At a bank

You should take your payment book to the bank with you. You may have to pay a fee if you pay at a bank which is not your own bank.

If you do not pay the instalments when they are due, you will lose your right to pay in instalments, and you will have to pay the full balance for the rest of the financial year. Don't let this happen to you - contact us straightaway if you cannot pay.

## \* TENANCY AGREEMENT

DATED:

PARTIES:			
Landlord		Abdul Sultan Shariff, Nagib Shariff, Shafik Shariff & Shirin Shariff 245 Station Road Harrow London HA1 2TB	
Tenant		Shqipe Konjuhi Flat 8 2 <sup>nd</sup> Floor, 83 – 85 London Road Croydon CR0 2RF	
Guarantor:		Mr D Dalipi 12 Quex Mews Kilburn NW6 4PW	
Landlord's Agent		Abacus Estates International Limited 104 Fortune Green Road, West Hampstead, NW6 1SD	
PROPERTY		Flat D, 218a Kilburn High Road, Kilburn, London, NW6 7JG	
TOGETHER the Inventory thereof	WITH the fixtures hereof signed by o	s furniture equipment and effects therein and more particularly specified in or on behalf of the parties subject to the provisions of Clauses 3.7 and 3.8	
TERM:	1 year from and in	acluding the 26 <sup>th</sup> October 2005 until and including 25 <sup>th</sup> October 2006	
<b>RENT:</b>	£11,440.00 (Eleve	en Thousand Four and Four Hundred and Forty) per annum	
PAYABLE:	agent and thereaft	he first instalment of £953.33 payable on the signing hereof direct to the landlords ter eleven further equal calendar monthly instalments of £953.33 to be payable by ch calendar month to the Landlord by bankers standing order	
DEPOSIT:	£1320.00 to be pa and conditions an	id on the signing hereof to the Agent to be dealt with in accordance with the terms d in accordance with Clause 8	
A. The Land	llord lets and the T	enant takes the Property for the Term at the Rent payable as above	
		es the following Letting Provisions	
C. The Land	llord hereby gives	notice to the Tenant:-	
apply according Notice.	gly and the provision	o create an Assured Shorthold Tenancy as defined in Section 20 of the cons for the recovery of possession by the Landlord in Section 21 thereof upon signing this Agreement acknowledges that he has received such	
SIGNED by the	e Landlord/Tenant	Sh. Komjula &	
		A L	
	Name:	ANDREW TELSON.	
		104 Fortune brea Road.	

# **METTING PROVISIONS**

#### WHERE THE CONTEXT ADMITS:



- 1.1 'The Landlord' includes the persons for the time being entitled in reversion expectant on the tenancy
- 1.2 'The Tenant' includes the persons deriving title under the Tenant
- 1.3 'The Property' includes references to any part or parts of the Property and to the fixtures furniture equipment and effects therein or any of them
- **1.4 'Agent'** means the Agent for the time being of the Landlord or Superior Landlord as the case requires
- 1.5 Words importing the singular number include the plural number and vice versa
- 1.6 Where any party comprises more than one person the obligations and liabilities of that party under this agreement shall be joint and several obligations and liabilities

# TENANTS OBLIGATIONS

- 2.1 Pay the rent at the time and in the manner specified
- Pay the council tax in respect of the Property during the entire term of the tenancy (regardless of whether the Property is occupied by the Tenant)
- 2.3 Pay for all gas and electric lights and power and water which shall be consumed or supplied on or to the Property including standing charges and shall arrange with the relevant authorities for all accounts to be addressed to the Tenant or Occupier in their own name and not to allow any of the said services to be disconnected altered or removed
- 2.4 Pay the water rates (if not metered) in respect of the Property during the entire term of the tenancy and not to allow a water meter to be installed without the prior written consent of the Landlord
- 2.5 Arrange for the telephone (including any telephone for the burglar alarm system) to be addressed to the Tenant in their own name and to pay the rent and for all standing and other charges made for the use of the telephone and not to allow the telephone to be disconnected altered or removed and shall not change or permit to be changed the number of the telephone and not transfer the said number at the end of the tenancy
- Keep the interior of the Property and all fixtures fittings and contents in the same state and condition as they were at the beginning of the tenancy as evidenced by the said inventory and schedule of condition (fair wear and tear and damage by accidental fire and other insured risks only excepted)

Sh. D

- 2.7 Replace all broken or cracked glass or mirrors caused by the negligence of the Tenant or their permitted guests or workmen and replace all fuses light bulbs and fluorescent tubes as and when necessary
- 2.8 Prevent the furniture equipment and effects from being destroyed or damaged and make good pay for repair or replace with articles of a similar kind and of equal value such of the furniture equipment and effects as shall be destroyed lost broken or damaged caused by the negligence of the Tenant or their permitted guests or workmen (fair wear

ABACUS

Abacus Estates Int Limited 104 Fortune Green Road West Hampstead London NW6 1DS

020 7431 3777 020 7431 9777 info@abacusestates.com

Abdul, Nagib, Shafik, Shirin Shariff 245 Station Road Harrow LONDON HA1 2TB

## **INVOICE**

**Invoice No.:** 

ABAC000339

**Invoice Date:** 

27 October 2005

**Due Date:** 

27 October 2005

VAT Reg. No.:

843 8992 74

Property Ref.:

ABAC\_001078

**Property Address:** 

Flat D, 218a Kilburn High Road, Kilburn, London, NW6 7JG

	£
Commission — Introduction of Tenant fee 12 months rent of £11,440.00 at a 8% fee	915.20
Tenant: Shqipe Konjuhi Tenancy: from 26/10/05 to 25/10/06	

Sub Total	915.20
VAT @ 17.5%	160.16
Total	1,075.36

THIS IS A VAT INVOICE

ABACUS

Abacus Estates Int Limited 104 Fortune Green Road West Hampstead London NW6 1DS

• 020 7431 3777 • 020 7431 9777

info@abacusestates.com

Abdul Shariff, Suitan Shariff, Nagib Shariff, Shalik Shariff 245 Station Road

Harrow London HA1 2TB

### **INVOICE**

Invoice No.:

ABAC000194

Invoice Date:

19 August 2005

Due Date:

19 August 2005

VAT Reg. No.:

843 8992 74

Property Ref.:

ABAC\_001081

Property Address:

Flat 5, 218a Kilburn High Road, Kilburn, London NW6 7JG

	£
Commission — Introduction of Tenant fee 12 months rent of £13,000.00 at a 8% fee	1040.00
Tenant: Paul Richard Byrne & Emma Louise Byrne Tenancy: from 26/08/05 to 25/08/06	

Sub Total	1040.00
VAT @ 17.5%	182.00
Totai	1222.00

THIS IS A VAT INVOICE

ABACUS ESTATES

Abacus Estates Int Limited 104 Fortune Green Road West Hampstead London NW6 1DS

020 7431 3777 020 7431 9777

info@abacusestates.com

Abdul Shariff, Suitan Shariff, Nagib Shariff, Shalik Shariff 245 Station Road Harrow London HA1 2TB

19 August 2005

Reference: ABAC\_001081

# **REMITTANCE ADVICE**

Re: Flat 5, 218a Kilburn High Road, Kilburn, London NW6 7JG

	E.	£
1 month rent @ £1,083.33 per month		1,083.33
Deposit (equivalent to six weeks rent)		1500.00
Less: See attached Invoice No. [ABAC000194]	1222.00	
Less: ZED Inventory	82.25	

Total 1279.08

Please find attached a cheque for £1279.08

With Compliments Abacus Estates International Ltd