

Formal Notice: Internal Dilapidation Surveys

Dear Resident,

This letter serves as formal notification that internal dilapidation surveys will be undertaken at Sunflower Courts between:

Monday 12th October to Friday 16th October 2026

These surveys form an essential part of the project's compliance and quality-assurance process.

Each visit is short and typically lasts no more than 10 minutes. No intrusive works will be undertaken during the visit, and residents are welcome to accompany the Resident Liaison Officer throughout the inspection. During the appointment, the Resident Liaison Officer Michael Morgan will:

- Introduce themselves and explain the survey process.
- Conduct a brief inspection of internal areas
- Take photographs of walls, windows, doors and other building elements where required.

How to prepare:

To help us complete the survey efficiently, we kindly ask that you:

- Ensure access is available to all rooms and areas within the property.
- Secure any pets before the appointment

The purpose of these photographs / Dilapidation Surveys is to document the pre-works condition of your property. This ensures full transparency and enables us to address any accidental damage that may occur during the construction works.

To arrange your appointment, please contact us using the details below, with the following:

- Name
- Email/Telephone Number
- Apartment Number

Should you have any questions, please contact the Resident Liaison Officer directly.

Yours Sincerely,

Michael Morgan Resident Liaison Officer

Starfish Construction

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If you have any questions or would like more information, please feel free to get in touch with Michael Morgan your Resident Liaison Officer at mmorgan@starfishltd.com or 07534 701236 — he'll be more than happy to help!