Asim Erturk
30 Old London Rd,
Badgers Mount,
Sevenoaks
TN14 7AE

Date:_____

Bora Berker
Bourne Management & Building Ltd
6a Godson Street
London
N1 9GZ

Dear Bora,

Subject: Letter of Intent for Project at 30 Old London Road

We are pleased to confirm our intention to appoint Bourne Management & Building Ltd as the Main Contractor for the proposed works at 30 Old London Rd, Badgers Mount, Sevenoaks TN14 7AE. The works will be governed by a JCT Design and Build Contract 2024.

Following the conclusion of our negotiations on 03/09/2025, the following key terms have been agreed:

- **Contract Sum**: £230,000.00 subject to VAT (subject to final contract and design development)
- **Scope of Works**: As explained below outlined in the attached document dated 26/08/2025 and revised pricing dated 03/09/2025
    - Loft Conversion with rear dormer and rooflight including all internal works, bathrooms and joinery
    - A bespoke detached outbuilding with piling and all internal fittings
    - A timber carport and associated paving works
    - Alteration on ground floor to accommodate utility room+bathroom
    - New entrance canopy
    - New Canopy and patio Area to the rear of the property
    - Understairs adjustment for dogs
- **Design Responsibilities**:
    - Bourne Architects to be appointed by Bourne Management & Building Ltd for completion of architectural design and administration of the building contract. Notwithstanding this appointment route, Bourne Architects shall provide a collateral warranty in favour of the Client, confirming that it owes a duty of care directly to the Client and will maintain appropriate professional indemnity insurance. The collateral warranty shall be executed concurrently with the main contract and shall follow the format of the JCT Sub-Contractor Collateral Warranty for Employer (SCWa/E).

- **Programme**:
  - Site possession: February 2026. (exact date to be confirmed.)
  - Completion: June 2026. (exact date to be confirmed.)
- **Design Development & Pre-Construction Stage**: From the date of this Letter of Intent to Site possession
  - Completion of architectural, structural, and services design
  - Full Site possession to be provided by the Client, including full clearance of the property
  - Execution of the formal building contract upon completion of the design stage
- The design development shall be undertaken to align with the agreed contract sum, and the payment schedule shall follow the agreed format as attached in the appendix.
- Bourne Management & Building Ltd shall maintain insurances in accordance with the forthcoming contract requirements.

Pending execution of the formal contract, we request that Bourne Management & Building Ltd proceeds with preparatory activities, mobilises necessary resources, and manages the design development & pre-construction works in accordance with the terms of this Letter of Intent.

This Letter of Intent authorises an advance payment of **£**10,925.00 **+ VAT** (representing 5% of the contract value less 5% retention). This sum is intended to support the pre-construction activities outlined above, to facilitate the timely delivery of the project.

Please confirm your acceptance of the terms set out in this Letter of Intent by signing and returning a copy.

We look forward to working with you on the successful delivery of this project.

Yours sincerely,

Asim Erturk

Acknowledged and Accepted by:

Bora Berker
Director
Bourne Management & Building

Date:_____