

**From:** [REDACTED]

**Sent:** 13 June 2017 16:03

**To:** [REDACTED]@peel.co.uk>

**Subject:** Property Factor Register - Glasgow Harbour Management Ltd - PF000347 - Annual Update - 2016/17 - Changes Made - Annual Update Complete - 13 June 2017

Thanks [REDACTED]

**Property Factor Register - Annual Update of Property and Land Portfolio – 2016/17  
Glasgow Harbour Management Ltd - PF000347**

**ANNUAL UPDATE COMPLETE**

Thank you for completing the annual update process for your 2016/2017 property and land portfolio information in accordance with section 7(3)(a) of the Property Factors (Scotland) Act 2011.

You have included 1566 properties and 2 land records in your 2016/17 portfolio.

Your 2016/2017 property and land information portfolio has been approved and the details have now be added to the public register.

You are not required to take any further action in relation to the Annual Update for 2016/2017.

Thanks

[REDACTED]

[REDACTED]

[REDACTED] - Private Housing Services Team  
Housing Services Policy Unit  
Better Homes Division  
Housing and Social Justice Directorate  
Scottish Government  
Endeavour House  
1 Greenmarket  
DUNDEE, DD1 4QB

Tel: [REDACTED]

[REDACTED]@gov.scot

Requirements for registered property factors to make an new application to register. [Find out more about the process.](#)

Visit the [Property Factors Webpage](#) for further information on the Property Factors (Scotland) Act 2011.

**From:** [REDACTED]@peel.co.uk]

**Sent:** 13 June 2017 16:00

**To:** [REDACTED]

**Subject:** RE: Property Factor Register - Glasgow Harbour Management Ltd - PF000347 - Annual Update - 2016-17 - Portfolio Set Back To Draft - All Excluded - 13 June 2017

Hi [REDACTED]

As per discussion I have set up a new 'land' entry for [REDACTED] reflecting the larger number of billed properties.

Regards

**From:** [REDACTED]@gov.scot [REDACTED]\_gov.scot]

**Sent:** 13 June 2017 15:31

**To:** [REDACTED]

**Subject:** RE: Property Factor Register - Glasgow Harbour Management Ltd - PF000347 - Annual Update - 2016-17 - Portfolio Set Back To Draft - All Excluded - 13 June 2017

Hi [REDACTED]

I have unlocked your account now.

Please see land entries below, although the total householders billed only comes to 1517

| Location Description | Town       | Type                                      | Title Registration Number | Number of Areas Maintained | Number of House Holders Billed |
|----------------------|------------|---|---------------------------|----------------------------|--------------------------------|
| Glasgow Harbour      | Glasgow    | Public Realm / Walkway at Glasgow Harbour |                           | 1                          | 1138                           |
| [REDACTED]           | [REDACTED] | Public realm and park                     |                           | 1                          | 379                            |

1

Records 1 to 2 of 2

[REDACTED] - Private Housing Services Team

Housing Services Policy Unit  
Better Homes Division  
Housing and Social Justice Directorate  
Scottish Government  
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1 Greenmarket  
DUNDEE, DD1 4QB

Tel: [REDACTED]

[REDACTED]@gov.scot

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**From:** [REDACTED] [REDACTED]@peel.co.uk]  
**Sent:** 13 June 2017 15:15  
**To:** [REDACTED]  
**Subject:** RE: Property Factor Register - Glasgow Harbour Management Ltd - PF000347 - Annual Update - 2016-17 - Portfolio Set Back To Draft - All Excluded - 13 June 2017

Hi [REDACTED]

I just tried to log in and appear to have locked myself out! I think my caps lock was on so it didn't recognise the password!! Can this be reset please. Thanks.

From memory the two areas of land relates to the actual ground that we factor and recharge to all the 1566 properties.

Regards  
[REDACTED]

**From:** [REDACTED]@gov.scot [REDACTED]@gov.scot]  
**Sent:** 13 June 2017 15:08  
**To:** [REDACTED]  
**Subject:** RE: Property Factor Register - Glasgow Harbour Management Ltd - PF000347 - Annual Update - 2016-17 - Portfolio Set Back To Draft - All Excluded - 13 June 2017

Hi [REDACTED]

Having checked the portfolio now it shows a total of 1566 included properties and 2 excluded land entries, is this correct or were the 2 land entries factored last year?

[REDACTED]

[REDACTED]  
[REDACTED] - Private Housing Services Team  
Housing Services Policy Unit  
Better Homes Division  
Housing and Social Justice Directorate  
Scottish Government  
Endeavour House  
1 Greenmarket  
DUNDEE, DD1 4QB

Tel: [REDACTED]

[REDACTED]@gov.scot

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**From:** [REDACTED] [REDACTED]@peel.co.uk]  
**Sent:** 13 June 2017 14:56  
**To:** [REDACTED]

**Subject:** RE: Property Factor Register - Glasgow Harbour Management Ltd - PF000347 - Annual Update - 2016-17 - Portfolio Set Back To Draft - All Excluded - 13 June 2017

Hi [REDACTED]

Hopefully amended and done correctly this time!

Regards  
[REDACTED]

[REDACTED]  
[REDACTED]

Peel Holdings (Land and Property) Limited  
16 Robertson Street, , Glasgow, G2 8DS



**Telephone:** [REDACTED]  
**Mobile:** [REDACTED]  
**E-mail:** [REDACTED]@peel.co.uk **Web:** [www.peel.co.uk](http://www.peel.co.uk)

**Please consider the environment before printing this email**

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TRAFFORDCITY, Manchester, M17 8PL.

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**From:** [REDACTED]@gov.scot [REDACTED]@gov.scot]

**Sent:** 13 June 2017 14:48

**To:** [REDACTED]

**Subject:** Property Factor Register - Glasgow Harbour Management Ltd - PF000347 - Annual Update - 2016-17 - Portfolio Set Back To Draft - All Excluded - 13 June 2017

Good Afternoon

Having checked the register I note there is a 2016/17 portfolio submitted for approval for Glasgow Harbour Management Ltd.

Unfortunately after reviewing the portfolio I can see that all properties and land are excluded.

I have set your portfolio back to draft to allow you to review this and include any properties factored between 01/04/16 – 31/03/17. Please refer to page 18 of the annual update guide attached below.

annual update guide

Once the properties have been included as required can I ask that the portfolio status is changed back to pending approval.

If you require any further assistance please feel free to contact me.

Thanks

██████████

██████████

██████████ - Private Housing Services Team  
Housing Services Policy Unit  
Better Homes Division  
Housing and Social Justice Directorate  
Scottish Government  
Endeavour House  
1 Greenmarket  
DUNDEE, DD1 4QB

Tel: ██████████

██████████@gov.scot

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**From:** ██████████

**Sent:** 12 June 2017 09:53

**To:** ██████████@peel.co.uk

**Subject:** Property Factor Register - Glasgow Harbour Management Ltd - PF000347 - Annual Update - 2016-17 - Still to complete - Final Month Reminder Email - REPLY REQUIRED - 12 June 2017

Dear ██████████

**Property Factor Register - Annual Update of Property and Land Portfolio (2016/17)**

**Glasgow Harbour Management Ltd - PF000347**

I refer to my earlier emails to you informing you that the annual update of property and land had commenced.

In my email's I informed you that all registered property factors are required once a year to update their property and land list on the register for which they acted as property factor, in this case between 1 April 2016 and 31 March 2017.

This involves either:

- a) making any changes to the information previously supplied, or
- b) confirming that there have been no changes since the information was last supplied.

We are now in the final month of the annual update period for 2016/17 and the actions required by Glasgow Harbour Management Ltd for the annual update are still outstanding. All information must be submitted by 30 June 2017.

**Failure to complete the annual update is a criminal offence under section 7(6) of the Property Factors (Scotland) Act 2011 (the Act).**

Information on how to complete the annual update of property and land can be found using the guide below:

[annual update guide](#)

If there have been no changes to Glasgow Harbour Management Ltd property and/or land list since this information was previously supplied, please inform me no later than 30<sup>th</sup> June 2017 at [██████████@gov.scot](mailto:██████████@gov.scot)

If you need further assistance regarding the annual update process, you can email me at the registration team at [██████████@gov.scot](mailto:██████████@gov.scot) or contact the telephone number below.

Regards

██████████

██████████

██████████ - Private Housing Services Team  
Housing Services Policy Unit  
Better Homes Division  
Housing and Social Justice Directorate  
Scottish Government  
Endeavour House  
1 Greenmarket  
DUNDEE, DD1 4QB

Tel: ██████████

██████████ [gov.scot](mailto:██████████@gov.scot)

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