

## Notice to Sales and Lettings Agents

### **RE: Clifford Way, Maidstone, Kent**

Pembroke Property Management is the managing agent for the buildings, communal areas and grounds of Clifford Way. Please read this notice to become familiar with the development. It will save you a lot of time and hassle in the future.

No “For Sale” or “To Let” boarding is allowed to be erected in the windows, on the balconies or anywhere on the estate or estate boundaries.

### **Unoccupied Properties**

If the property is empty for more than 30 days then please report it to [support@pembrokepm.co.uk](mailto:support@pembrokepm.co.uk).

The building insurance policy requires the following in respect of unoccupied properties:

- 1) Turn off all mains services (except the electricity supply to maintain any fire or intruder alarm system) and completely drain the water system.
- 2) Inspect the building internally and externally and remove waste at intervals of no more than 7 days.
- 3) Take reasonable steps to prevent accumulations of mail.
- 4) Secure the building against unlawful entry by closing and locking doors and windows and Setting any security and alarm systems.
- 5) Pay the first £500 of each claim for damage to UNOCCUPIED buildings due to malicious persons, storm, flood, water damage, theft or accidental damage.

### **Lettings**

- Lettings are only permitted with the prior consent of the Freeholder of the Clifford Way estate, and the entering into a deed of covenant by the tenant. These requirements are strictly enforced. Email the landlord at [sublet@e-m.uk.com](mailto:sublet@e-m.uk.com) for an application to sublet to a new subtenant.
- A Residents’ web portal is available at [www.pembrokepm.co.uk/clifford-way](http://www.pembrokepm.co.uk/clifford-way). Residents can register for email alerts which provide updates with regards maintenance and issues at the development.

- Pets are not allowed without the prior written consent of the Freeholder of the Clifford Way estate.
- Tenants are not allowed to store any items in communal areas. This includes keeping buggies, shoes etc. outside the flat.
- No commercial vehicles may be kept on the development.
- All parking is allocated to the flats. Residents must only park in their car parking space. Please note that not all flats have car parking spaces.
- Residents are responsible for the disposal of their own bulky waste. They must not leave any bulky waste in the bin store area. There is a Household Waste Recycling Centre in Tovil (ME15 6RJ), alternatively Maidstone Borough Council will collect 1 – 4 items for a fee of £23, and 5 – 8 items for a fee of £33 (prices correct Sept 16), please visit their website <http://www.maidstone.gov.uk/residents/binsandrecycling> for details.

## Sales

- Your client is provided with a copy of the current years' service charge budget. They are also provided with a Service Charge request for payment every 6 months.
- When a sale is agreed, your client's Solicitor should contact Pembroke PM to request a Management Sales Information Pack. Our fee is £199 plus VAT and we will provide the Management Pack to the solicitor by email within 5 working days of receipt.

Your client solicitor will need to contact E&M Property Transfer team. In the first instance they should email [fees@e-m.uk.com](mailto:fees@e-m.uk.com) for a pack detailing their fees for property transfer. An automatic email response will be immediately be issued detailing their fees and procedures.

- Please read the restrictions with regards lettings.