

Clifford Way Residents' Handbook

This handbook provides property owners with key information regarding the management and maintenance of Clifford Way. Our aim is also to enhance the living environment by asking residents to be more aware of what they are doing and how it can impact your neighbours in the community.

Please find enclosed the following documents:

- A Residents Code of Conduct: This is for all residents to read. If you are subletting please ensure your letting agent shares it with your tenants.
- Notice to Sales and Lettings Agents: If you are selling or letting your flat, please ensure your agent receives this notice.

Summary of Owners' Obligations

The following is a summary of Leaseholders' obligations. Please refer to your Lease for further details.

You are responsible for:

- Everything within your apartment (including walls, doors and windows).
- The insurance of all contents within your flat, including any owner's improvements.
- Any work or maintenance that needs to be carried out within your apartment, such as boiler servicing and plumbing. Leaks and other overflows can have a devastating effect on those living below you.

Other obligations include:

- To pay promptly any ground rent and your share of service charges expenditures, including reserve fund contribution.
- To pay all rates, taxes, charges etc. in relation to your apartment.
- To repair and maintain your apartment in good condition and to decorate internally.
- To comply with all requirements of any local or other competent authority in relation to your apartment.
- There are clear requirements relating to the sale or subletting of your apartment. These include first applying to the Freeholder for consent to underlet, the production of references and the entering into a deed of covenant by the purchaser or tenant. These requirements

are strictly enforced. If you are in any doubt, please consult Pembroke Property Management or your solicitor.

- To use your apartment as a private dwelling occupied by only one family.
- Residents should not carry out any alterations to the apartment without the landlord's consent; and prevent any structural works or works which would alter the external appearance of the building including the installation of satellite television dishes.
- Not to keep any dangerous or flammable substances (such as petrol or gas canisters) in your apartment, your parking space or the bike stores.

Landlord Consents