



Notice to Sales and Lettings Agents

RE: Bolnore Village, Haywards Heath

Pembroke Property Management is the managing agent for the buildings, communal areas and grounds of Phase 1, 2 and 3 of Bolnore Village (Old Bolnore). Please read this notice to become familiar with the development.

No "For Sale" or "To Let" boarding is allowed to be erected in the windows, on the balconies or anywhere in the Village. This is a restriction set out in the property deeds at Bolnore Village (i.e. all the flat leases and freehold house transfer deeds).

Unoccupied Properties

If the property is empty for more than 30 days then please report it to 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.

Sales

- Your client is provided with a copy of the current years' estate/service charge budget. They are also provided with a Service Charge request for payment in February and September.
- 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 of payment.
- Please read the restrictions with regards lettings.

Lettings

The property deeds for all the houses and flats in Bolnore Village contain restrictions and stipulations to help bring a uniform approach to the management and appearance of Bolnore Village.

FLATS

The Leases contain the following conditions:

- you may not rent out your flat without the prior written consent of the Manager.
- your tenant must enter into a direct Deed of Covenant with the Manager to observe the tenant obligations in your Lease; and

- Within 28 days of granting the tenancy, you must serve written notice on the Manager, supply a certified copy of the tenancy, and pay a reasonable registration fee.

Lettings are only permitted with the prior consent of Pembroke Property Management. These requirements are strictly enforced. Please have the consent to let submitted once you have found a tenant. Our fees for dealing with lettings are as follows:

- Applications for Consent to Underlet: £75 plus VAT
- Deeds of Covenant: £40 plus VAT
- Notice fee for registration of Underlease: £55 plus VAT

Rules for flat residents

- ❖ Pets are not allowed.
- ❖ 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. Residents found putting bulky waste in the bin stores will be charged a minimum of £150 to dispose of the items.

Your local recycling centre is Fairbridge Way, Burgess Hill, RH15 8AR.

Tel: 01444 243041

HOUSES



It is a condition written into all the transfers of the freehold houses that you are to comply with the Manager's Estate Regulations, communicated in writing from time to time.

A new Manager's Estate Regulation is that all property owners must notify Pembroke PM in writing of the details of any tenants, using the form below. Contact details of occupiers are needed in case of emergency, to ensure that there are suitable parking arrangements for residents, and to understand which pets are owned on the development.

Please complete the form overleaf.



**Consent to Let/Sublet – Flats
Notification of Let/Sublet - Houses**

Name of Applicant (i.e. property owner’s name(s):
Address of property you wish to let:
Name of letting Agent (where applicable):
Letting Agent’s email address and telephone number:

House Flat

What is the parking space number allocated to the property?.....
Where is the location of the parking space?
(If the flat is 34 – 54 Brooklands then the tenant will require a parking permit.)

Tenant Name(s) as stated in the AST:
Tenancy start date:
Tenant’s Occupation:
Phone number of Tenant:

Is anyone else going to live at the property? If so, provide details:

Please confirm that no pets will be moving into the flat.

Please list the make, model and registration number of vehicles that will be parked at the property.....

Please list the references obtained:.....

Please attach a copy of the proposed tenancy agreement.
Have you provided the resident with a copy of the Bolnore Village Residents Handbook?

Return the completed form to support@pembrokepm.co.uk
Please note that consent to underlet is not granted unless and until a formal Letter Licence is sent to you by the Manager, having considered your application.

<p><u>For Office Use:</u> Reviewed By: Name of person spoken to at the Letting Agents: Notes:</p>
