

BENHURST COURT

ESTATE INFORMATION AUGUST 2016

You must also observe the full regulations and covenants in your lease or tenancy agreement.

Landlords should provide tenants with a copy of this information.

1 SECURITY

- a) Residents must not admit strangers to the estate nor leave the main (outer) doors on the latch
- b) Code numbers for the outer pedestrian gates must not be divulged to non-residents
- c) The pedestrian gates and main doors should be firmly closed on entering and exiting the buildings
- d) Firmly lock all windows and doors on leaving your flat

Report suspicious or illegal behaviour to Community Crime Streatham on **101** or call **999** in an emergency

2 SAFETY

- a) The 5mph speed limit for vehicles on the roads surrounding the estate must be observed
- b) The roof is strictly out of bounds to residents and to contractors without permission
- c) Stairways and landings back and front must be kept clear at all times except for dustbins on the back landings
- d) Window boxes or flowerpots must not be hung on the outside of balconies
- e) Nothing must be thrown from windows or balconies
- f) Children may not play in the communal hallways, staircases or landings

3 SUB-LETTING

Sub-letting is restricted to rental to private tenants only. Sub-sub-letting to local authorities or third parties is in breach of the lease terms and buildings insurance. Rental is limited to the number of occupants as stated in 'Occupancy' section below.

Prior to the rental, landlords must supply the Managing Agent with details of their tenants, including full references and will be required to purchase a sub-letting licence. Tenants must abide by the terms of the lease and their tenancy agreement. Benhurst Court Ltd reserves the right to refuse a licence being issued

4 OCCUPANCY

Flats at Benhurst Court are for family sized groups only i.e. 2 adults & 2 school age children or 3 adults maximum. Overcrowding is strictly prohibited. Landlords are responsible for their tenants conduct and monitoring tenant numbers

5 COMMERCIAL BUSINESS

No commercial business of any kind may be conducted from the premises

6 HEATING

The communal heating is switched on around the beginning of October and switched off around the end of April, subject to weather conditions. During these months the system is programmed to come on when the outside temperature drops below 16 C

If your flat retains the original two radiators and you want to add extra radiators, please inform the Managing Agent prior to installation to check on the permitted number and size to avoid overloading the system

TO REDUCE OUR HIGH HEATING BILLS - Please turn radiators down or off rather than opening windows

7 DOOR KEYS

Replacement keys to the main front doors are only available from an approved supplier for reasons of security. Please contact the Managing Agent

8 COMMUNAL TV/RADIO AERIAL

If you require connection to the communal digital TV/Radio aerial please contact the Managing Agent. No individual satellite dishes or aerials are allowed, if these are found to have been installed, they will be removed without warning

9 REFUSE DISPOSAL

GENERAL REFUSE: must be placed in sealed bags and placed in dustbins outside the rear doors by 8.00am on Monday and Wednesday for collection by the Porter. No rubbish should be left in open bags. Please ensure that broken glass is carefully wrapped and unsanitary items, e.g. used nappies, are well sealed. Bulky household items such as cardboard boxes, DIY materials etc. should be broken down and taken to the refuse area at the Leigham Court Road entrance

RECYCLING: Residents should take newspapers, glass bottles and aluminium or steel cans and other items for recycling and deposit them into the designated recycling bins in the refuse area. Re-cycling bags are available from the Porter.

LARGE ITEMS FOR DISPOSAL such as furniture and large electrical goods: Residents must contact Lambeth Council on 020 7926 9000 to arrange collection; there is a charge for this. Please see

<http://www.lambeth.gov.uk/rubbish-and-recycling>

On no account should unwanted items be dumped on the estate or in the refuse area without contacting the Council as the cost of removal is charged to everyone. The nearest recycling centre to dispose of usable items is in Vale Street, West Norwood, SE27 9PA.

10 DIY & MAJOR WORKS TO FLATS

- a)** Prior written consent from the Managing Agent is required before any structural alteration is carried out, including replacement windows, balcony and back doors. The style of window replacement needs to replicate the original and will require approval. A list of recommended contractors is available
No front doors to flats may be altered or replaced
- b)** No pipe-work can be moved or adapted
- c)** No internal walls may be altered or removed without prior approval from Benhurst Court Ltd.
- d)** No painting to outside of front doors, back doors, french windows, window frames or external brickwork is allowed
- e)** DIY and other internal work by contractors should not be carried out after 6.00pm or before 8.00am on weekdays, after 12.30pm on Saturdays or at any time on Sundays
- f)** Any work required inside your flat is your own responsibility and at your own cost, including plumbing and electrical work. Staff and contractors employed on the estate are not obliged to undertake any work inside flats

11 ENTRANCE GATES

VEHICLE GATES FROM STREATHAM COMMON NORTH & LEIGHAM COURT ROAD: For entry by residents' cars, these gates are operated remotely by a key fob and by telephone from the gate to the individual flats for visitors' vehicles. Owners must supply the Managing Agent with a personal telephone number to be programmed into the system for communication by visitors to gain entry (there is a charge of £25 per setup/change of number). On exiting the gates will open automatically for all vehicles

One key fob is issued per flat, extra fobs for landlords or for losses may be purchased from the Managing Agent. The porter can be contacted by dialling 100 on the keypad between 8am - 5pm Monday to Friday only

PEDESTRIAN GATES & BENHURST LANE GATE: These gates are operated by a coded key pad. Key pad codes are available from the Managing Agent or the Porter

12 PARKING

Residents may park one vehicle only on the estate and must register this vehicle with the Managing Agent and display a valid 'Resident' parking permit.

In addition, residents are issued with one 'Visitor' permit. Visitors may park 8am – 10pm.

NO COMMERCIAL VEHICLES, LARGE VANS OR LORRIES are allowed to park on the estate other than for delivery/loading

A parking control company is employed and illegally parked cars will be fined and/or removed. Please park considerately without leaving large spaces between cars and without blocking entrances. Please do not park near the entrance gates

13 BICYCLES

Garage 28 in the 'Mews' is equipped with racks for secure cycle storage. There is a small charge for this, please contact the Managing Agent to register your cycle and to obtain the code for the door lock. Cycles are stored at your own risk

14 GARAGES

Garages are for residents only. No garage may be sub-let to a non-resident. If you sell your flat the garage must be sold to the incoming lessee or an existing lessee, or the lease will be forfeited. Occasionally there are some garages available to rent to residents or if you would like to sell the lease of your garage, please contact the Managing Agent

15 HALLWAY CUPBOARDS

There are two lockable hallway cupboards per entrance for residents' rental. The large hallway cupboard under the stairs is free of charge for communal general storage. The code to the lock is available from the Porter. Fold-up pushchairs should be stored here and not taken up the stairs or left on the landings

16 CONSIDERATION FOR OTHERS

- a) TVs, radios, sound equipment and musical instruments should at all times be played with consideration for other residents so as not to cause annoyance but especially after 10.30pm, when they should not be heard outside your flat. Please ensure windows are closed when playing music
- b) Loud conversations must not be held in the grounds or communal hallways, on balconies or close to open windows and should not cause disturbance or annoyance to other residents
- c) Care should be taken not to disturb other residents between 10.30pm and 8.00am. Special care should be taken when closing doors (main, front and car) and with car radios and loud voices on staircases and landings
- d) Floors, including applied wood & laminate flooring, should be substantially carpeted to avoid undue noise to neighbours
- e) The gardens and grounds are for the quiet enjoyment of residents. Parents must supervise their children and visitors at all times. No games or sports are allowed which may cause damage to flower beds, trees, property etc.
- f) Smoking is not permitted in the communal areas or on the rear staircases
- g) No dogs or animals are allowed on the premises, except cats by the prior permission of Benhurst Court Ltd.

17 MAINTAINING THE APPEARANCE OF THE ESTATE

- a) No radio or TV aerials or satellite dishes may be installed anywhere on the roof or buildings. If you require connection to the communal system, please contact the Managing Agent
- b) Any mess or damage in the communal hallways caused by a resident and not properly cleaned or repaired by them will incur a charge for repair or cleaning, including damage caused by bicycles, or large items being carried on the staircase
- c) Furniture and other large items or refuse must not be kept on balconies.
- d) Washing must not be hung inside or outside windows, on balconies or on the backstairs. No washing should be hung on racks or lines in the grounds

- e) No litter should be dropped in the grounds
- f) Windows must not be covered with sheets, blankets or paper and must be cleaned regularly
- g) Grease and solid waste must not be put down the drains
- h) No bicycles, prams, buggies or toys should be left in the grounds or in communal hallways
- i) No advert or sign of any kind should be placed in or on any window or exterior wall so as to be visible from outside
- j) No "For Sale" or "To Let" signs are allowed on the premises
- k) Removal/delivery lorries should be instructed not to park on nor damage the gardens or lawns

18 GARDENING

There is an informal gardening group that helps David, our head gardener, in the grounds. If you are interested in helping out please contact David direct who is on site on Mondays

19 BARBEQUES

There is a purpose built barbeque sited on the back lawn behind Block C. Bookings for this may be made via Allan, our porter. Single or double grill racks can be obtained free of charge with a holding deposit. The BBQ area and racks should be returned in a clean state. Parties should not cause a disturbance to residents or neighbours and should not continue after 10.30pm. BBQ's must not be used elsewhere on the estate

20 BENHURST COURT LIMITED

Benhurst Court Ltd is the company that owns the freehold, which was acquired by the lessees in November 2011. The majority of lessees have a share in the company. Directors are elected each year at the annual general meeting. Any lessee is eligible for election. The directors meet once a month to discuss, in association with the Managing Agent, the general management of the estate and major works as well as financial planning

21 COMMUNICATION

If you have a problem or general enquiry concerning your flat, in the first instance, telephone, write or email the Managing Agent (details below). If they cannot solve the problem immediately they have emergency telephone numbers of approved contractors for you to call. If your enquiry is out of office hours, the Managing Agent has personnel 'on-call' who may be able to help you

Allan, our porter, may also be able to help you during his working hours: Monday - Friday 8am – 5pm.

Please respect his privacy outside of these times

It would be appreciated if directors of Benhurst Court Ltd are not contacted on maintenance issues but we would welcome communication via our website which is regularly monitored

It is very helpful to have an email address to enable us to keep residents fully informed. Please email your address to the Managing Agent or benhurstcourt@outlook.com

22 WEBSITE

The Benhurst Court website www.benhurstcourt.co.uk has further information on the local area, photo's and items of interest

CONTACT:

Benhurst Court Porter: Allan Ibis

Telephone 07824 016024

Email: benhurstporter@yahoo.com

Managing Agent:

Kinleigh Folkard & Hayward

Nelson House, 58 Wimbledon Hill Road, London SW19 7PA

Property Manager: Samantha Banks

Telephone: 020 3542 0176

Email: sbanks@kfh.co.uk

Benhurst Court Limited: contact directors

Email: benhurstcourt@outlook.com

Benhurst Court website: www.benhurstcourt.co.uk