

# PAVILION COURT

## Guidance notes for tenants and owners

The Directors of Pavilion Court Limited (The Management) would like to draw attention to the following matters:

1. **Electronic keys.** Keys are available to all Residents on payment of £10. Keys may also be made to operate the car park barriers upon receipt of up-to-date documentation relating to the tenant's car. If the management is contacted by a flat-owner to disarm a tenant's key for whatever reason, the tenant will be given four days' notice of the intention to disarm the key: this should provide the tenant with ample time to rectify the problem with the agent or owner. At the end of four days, in the absence of other instructions from the agent or owner, the key will be disarmed.

In the event of a fire, the electronic door system will automatically open the main doors and the corridor doors.

2. **Caretaker.** The caretaker's duties are in the public areas only: he has no authority inside any flat, other than his own flat. In an emergency, he may be requested to turn off the electricity supply or mains water. He is not responsible for carrying out repairs or for assisting in finding a tradesman to carry out repairs: repairs may only be instigated by the agent or owner.

Anyone who disturbs the caretaker where there is no emergency will be charged a £25 call-out fee.

3. **Noise.** From 11pm to 7am Residents are requested to respect a quiet time.

Residents are reminded that it is against the law to disturb your neighbours or be a nuisance to them. In the event of a tenant's unruly behaviour either in the building or in the grounds, the management will be contacted. Persistent disturbances will put a tenancy in jeopardy.

4. **Vandalism.** Residents are personally responsible for any visitors that they may allow in Pavilion Court. Anyone who is known to have either damaged or defaced the building either inside or outside will be requested to pay for such damage.
5. **Rubbish.** Residents are requested to place all their rubbish in the bins provided. In the event of large objects that are too big for the bins, please arrange with the caretaker for the local council to collect the large object. If a tenant disregards this request, he or she will be presented with the local council's bill.
6. **Entrance halls and corridors.** Residents are requested to not leave any articles, such as rubbish, furniture or bicycles in the entrance halls or corridors.

All of the above points are designed to make Pavilion Court a better place to live and the management thank you for respecting these guidance notes.

January 2003