

## **Admission of New Tenants to Pavilion Court**

### **Permission to Let**

Legal advice concerning the Leases on Pavilion Court flats has indicated that permission to let must be sought for every tenant. In order to relieve individual leaseholders or their agents of the responsibility of making individual applications it has been decided that 'Permission to Let' will be an automatic consequence of key issue. This means that a Shorthold Tenancy contract must not be issued (but must be prepared) to a prospective tenant until Pavilion Court RTM Company Ltd has indicated that the necessary paperwork has been received which enables the company to approve the prospective tenant and to issue a key.

Any leaseholder who transfers a key to a prospective tenant will be deemed to have not applied for permission to let and if a tenancy is then created they will have contravened their lease'.

The process of approval will normally be completed within a week but could take up to two weeks provided copies of all the references are supplied. If these are withheld then Pavilion Court RTM will take up references, for which a minimum charge of £75.00 will be made, payable in advance by the landlord, and the vetting process is likely to take no more than 21 working days. Express issue is available at extra cost

Permission to let will take a much greater time for tenants under the age of 35 all of whom will be interviewed at a time determined by the directors. Tenants under the age of 18 cannot legally sign a contract and cannot therefore be admitted as tenants.

Prospective tenants will normally be expected to :-

- have no connection with drug abuse.
- have no undeclared County Court Judgments against them.
- have no undeclared criminal record.
- have not been evicted from a previous property.
- be in full time employment (unless retired or students)
- be over 35 years old
- Must not get all their income from benefits

The aim of the company is to fill Pavilion Court with responsible and honest individuals.

Please note that it was decided at a board meeting on 6 May 2008 that permission to let would not be given to leaseholders who were not paying their service charges in accord with company policy.

### **Background**

In order to control unauthorised access to Pavilion Court electronic locks have been fitted to all the corridor doors. These fire doors are self closing and must be kept shut at all times except when entering or leaving the corridor.

Each corridor has a distinct electronic lock and the key with which you are issued will activate only that corridor. You will have to open the corridor door for any visitors. If you wish to visit other flats in the block then it will be necessary to call the flat concerned at the block entrance.

In addition electronic locks are now fitted to each of the main entrance doors and your key will activate both the appropriate door, the corridor door and the car park barriers, provided of course that a car has been registered. Any tenant who interferes with the safety or security equipment within the block will have the key disabled and will be required to leave the block.

Covert CCTV cameras, connected to the time-lapse video recorder, are fitted to each corridor. The police will be involved in every occurrence of malicious intent no matter how trivial.

### **Issue of Keys for Corridors in Pavilion Court**

#### **General**

Keys will only be issued on production of proof of identity and current residence. A non-refundable issue fee of £20 is required; a photograph of each keyholder must be supplied. In general the documentation required is similar to that required by the banks on opening an account. All documentation must be original or certified copies, uncertified photocopies are not acceptable.

To leave the building (eg in case of fire) does not require a key but a corridor key is needed to return to the flat.

#### **Issue of keys**

Keys will be issued by the caretaker during normal working hours.

Pavilion Court RTM will require the following in order to issue an electronic key to and approve a prospective tenant:

##### **Proof of security check**

Proof that a security check has been made on the prospective tenant will be required. If a professional company is used (eg Homelets, Letsure etc) then a complete photocopy of the reference must be supplied together with the original (which will be returned) or alternatively a certified copy may be provided. If an 'in house' search is undertaken then proof that all the necessary searches have been performed together with photocopies of the results of these searches and sight of the original will be required. Searches performed must include County Court Judgements, employer's reference. Note that it is not acceptable to withhold the actual results of the search. In particular proof will be required that the prospective tenant does or does not have any form of court judgement against him, civil or criminal that has not been admitted in writing.

Keys will not be issued by the company until it is completely satisfied that the prospective tenant has been properly screened and every precaution taken to ensure that potential troublemakers are excluded.

##### **Proof of Identity**

A document containing a photograph and a signature must be produced, for instance a full driving licence or a passport.

##### **Proof of residence**

A copy of the applicants current lease and a recent utility bill in the name of the applicant at the property address will normally be required. If two keys are required then each potential keyholder must apply individually. Bulk applications will not be accepted.

A reference from the previous Landlord will normally be required. This reference may be checked by telephone or letter.

If the applicant is unable to provide this information a full explanation is required.

##### **Proof of tenancy**

A full copy of the prospective tenancy agreement must accompany the application. The key will automatically expire on the last day of the tenancy agreement.

##### **Photograph**

A passport size photograph must be supplied by all applicants Photographs will be supplied to the police if requested.

**Payment**

A deposit of £20 is required for an electronic key. If payment is made by cheque (payable to PCRTM) then five days will be required for clearance before a key can be issued. All keys are issued to an individual and will be disabled if used by another person.

You may purchase your own key and present it for programming for a fee of £5. Keys are available from Absolute Security in Black Bull Road or direct from Paxton.

**Lost keys**

Lost electronic keys will be replaced at a charge of £20 each.

**Fire and security**

Every keyholder will be required to sign a declaration undertaking not to interfere with the safety or security equipment in the block. Individuals who do not conform are liable to have their keys withdrawn.

**Issue**

Flat Number .....

Name of applicant .....

Last address .....

Proof of address .....

Attach photocopy

Proof of Search .....

Attach photocopy

Bank Account no .....

Attach photocopy

Proof of identity .....

Attach photocopy

Date of Birth .....

National Insurance No .....

Attach photocopy

Employer .....

Telephone .....

Proof of employment .....

Attach photocopy

Proof of tenancy .....

Attach photocopy

Tenancy start date .....

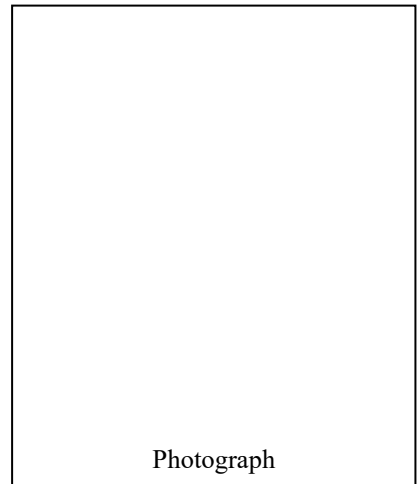
Date issued .....

Fee paid .....

Deposit paid .....

Issued by .....

Tenant Signature .....



Next of kin .....

Telephone .....

Emergency telephone of leaseholder or agent .....

Email of leaseholder or agent .....

Have you enclosed your documentation and key issue fee? Any deficiency will result in the application being returned without a key being issued.

# PAVILION COURT RTM COMPANY LTD

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## FIRE SERVICES ACT 1947, SECTION 31: PARAGRAPH 1

**Any person who knowingly gives or causes to be given a false alarm of fire to the fire brigade shall be liable on summary conviction to a fine not exceeding £2,500 and/or six months imprisonment.**

I undertake not to interfere in any way with the security or safety equipment within Pavilion Court. I understand that this includes but is not limited to the CCTV, communal aerial system, fire alarms, fire extinguishers, entryphone, door locks, car park barriers and associated control equipment, fire blanket and the smoke detector within the flat. I will test the smoke detector on a weekly basis and will not remove the battery from the smoke detector. Any malfunction of the smoke detector will be reported to the caretaker and the letting agent within 24 hours.

I will ensure that all my guests conform to this instruction.

I agree that should I or my guests interfere in any way with the safety or security equipment, I will make financial recompense to the company and leave the property immediately without question having ensured that I have no debt to the Company or my Landlord. I accept that in such circumstances my electronic key will be immediately disabled.

### **Court Record**

I certify that I do not have a criminal record and that I have no County Court Judgements against me and I do not have any such judgements pending. If you cannot make this declaration then please list judgements below, date and offence.

### **Drug Abuse**

I am not involved any way with the illegal use of drugs and am not addicted to alcohol. I accept that if I or my guests at any time become involved in drugs or alcohol my electronic key will be disabled and I will **voluntarily** leave the property immediately.

Name (Print) .....

Signature .....

Date .....

**Privacy Statement April 2018**

This notice sets out how we hold and process information we hold about you. We process personal information about our tenants and possible new tenants so we can provide residential accommodation. This includes:

- when processing applications for tenancies:-
  - checking the suitability for a tenancy, which might include credit; immigration and other checks;
  - taking personal details such as personal; employment; previous tenancy; education and financial details, and such details as we believe necessary to collect.
  - By law, we have to carry out immigration checks on new tenants and residents. We have to keep copies of the documents we inspect as part of these checks.
- During the let:-
  - administering the tenancy deposit (if taken);
  - collecting rent;
  - maintaining our records and accounts;
  - managing the property.
- After the let:-
  - supplying references;
  - debt chasing.

We may keep this information on computer.

***Data protection:-***

*Sharing information with others.*

We may need to share personal information we process with others. If we have to do this, we will keep to data-protection legislation. Depending on the circumstances, we may share information with:

- other landlords;
- employers;
- educational institutions, universities and colleges;
- suppliers (including gas, electricity and water companies) and service providers;
- financial organisations (including banks);
- credit- and tenant-reference agencies;
- tenancy deposit schemes;
- debt-collection and tracing agencies;
- public and government bodies (including those who deal with benefits and council tax);
- HMRC Inspectors;
- contractors and repairers;
- letting and managing agents; and
- any future owner of the property.

This does not mean that we necessarily share information with all of the above but we may do so if we need to.

*Council tax and utilities and services*

We share information with all Service Providers; Utility Companies; Local Authority to ensure that council tax and utility and service bills (including water charges) are correctly collected

*Why we use your personal information*

We may use the personal information you give us in a number of ways, for example to decide whether to let the property to you; to prevent fraud, for accounting and auditing purposes, for managing property or for debt collection.

*Right to gather information*

You have the right to ask for a copy of the information that we hold about you. We may make a small charge for this service. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information if this is not accurate. To ask for this information, please write to us or email us.

I confirm that I have received a copy of the above notice