

# TAVISTOCK COURT

Yardowl Ltd | Head Lease Holder



*To help make daily life comfortable, based on being a considerate neighbour, here are some 'house rules'.*

**Noise.** Please close doors and windows gently, and avoid loud music/parties.

**Repairs and alterations.** Please avoid extended noisy DIY at lunchtime, after 5pm and at weekends. Alterations other than minor DIY and decorating generally need a special licence: please check your lease and contact the managing agents in the first instance.

**Lifts.** Please ensure you close the wooden doors in the 'old' lift quietly but *firmly*, to ensure other people can call the lift after you. Don't touch the inner folding doors.

**Smoking and vaping** are not allowed in the shared areas, including the lifts.

**Rubbish** should be bagged and placed outside your door after 9pm Sunday-Friday, for collection the next morning. If you have a lot of rubbish or large items to dispose of, please contact the building manager for advice. There are re-cycling bins in neighbouring streets. Don't throw cigarette ends, or anything else, out of windows. Items such as sanitary towels and cotton buds must not be flushed down toilets as they block the shared drains.

**Shared areas** should be kept clear of all obstructions, even doormats.

**Bikes** (other than folded ones you're carrying) should not be brought into the building. They can be stored at owner's risk in the space under the 'moat' stairs at the front of the building. Please ask the building manager for the gate code.

**Animals** aren't allowed without prior written permission (which isn't given for cats or dogs).

**Security.** Please help keep us all safe. Don't open the main entrance door to anyone you don't know or aren't expecting. Refer any unknown callers to the building manager, and watch out for anyone unknown trying to follow you into the building. Inform the building manager about any guests who'll be in your flat when you're away; he won't receive deliveries for guests.

**Sub-letting.** To avoid breaching your lease, please check the legalities before any sub-let. Some sub-lets require special procedures, and all must be formally registered with Yardowl Ltd. Your flat can only be a 'private residential flat', not an Airbnb business!

**Fire exit.** The fire exit door at the bottom of the emergency stairs is not to be used for access to the garden, which you can reach via the basement.

**Contacts.** The building manager is your first contact for information and problems, including 'lost and found' items. You can also contact the managing agents, Property Partners. For details please see the lobby notice board.