

I UPPER REDLANDS ROAD

Property Management Agreement (Household Rules)

(to be signed by each new tenant)

Dear Tenant(s)

We have made every effort to be thoughtful and considerate when planning the layout and use of the property so that your room and the communal areas of the house are organized with all of you in mind. We have also endeavoured to put in excellent quality furniture and fittings throughout and we do expect these to be treated with care so that they are in perfect order for your use and will remain so for future tenants.

Appliances

We have also tried to be considerate of your needs when thinking about the shared areas of the house. With that in mind, you will find cupboards in the kitchen labelled for your room. This also applies to the fridge-freezers. These are for your convenience so that all rooms can have specific cupboards and areas of the fridge-freezers for their own use. We hope that means that you will all have a fair share of the shared space. The remaining cupboards and drawers are to be shared, please be considerate of your fellow housemates. There is a blue folder in the drawer beneath the TV in the kitchen. This contains information on the appliances in the kitchen and also some other information which may be useful. As appliances etc. are replaced it will be updated.

There are two fridge-freezers, hobs, ovens and microwaves. The microwaves are also convection ovens and grills. Please refer to the blue folder for instructions for their use. Please cover food when using the microwaves to stop splattering and so that they are hygienic for the next person. There are metal racks in the drawer under the TV – these are to be used when using the grill function **ONLY**.

The worktops are not heat-resistant and are not designed to be used as a cutting surface. They will get damaged and scratched if misused. We have provided a number of metal trivets for hot items and cutting boards to help safeguard the worktops but we do ask you to please take care.

We have also provided a kettle & toaster for your shared use.

Disposal of refuse

There are 2 bins in the kitchen, please use one for recycling and one for general waste as labelled. Recycling needs to be emptied into the red / burgundy bins and general waste into the black / grey bins, which are stored in the front garden. Please ensure that ALL items of rubbish are put into the bins and not left outside loose or in rubbish bags. A refuse collection schedule/rota has been placed into the green folder which is kept in the drawer under the TV and on the notice board in the hall. It is the responsibility of all of you to empty the kitchen bins and to place the rubbish appropriately in the wheelie bins outside as per the rota. These bins need to be placed at the edge of the property the night before collection. Please do not place them on the pathway as this causes an obstruction. Once the refuse has been collected, the bins must be brought back into the front garden/driveway on the same day as the collection.

It is your responsibility to dispose of glass items separately as there is no curbside collection of glass in Reading Borough. Please refer to their website for details.

General maintenance of the property of the property including all external areas and boundaries

We have arranged for a gardener to come as required to tend to all the external areas at the front and rear of the property. These areas are for the use of all tenants, so please keep them tidy for all of you to enjoy.

Bicycle storage bars have been installed in the rear garden for you to securely store your bicycles, please use them and ensure that they are not obstructing any of your fellow tenants.

We have arranged for cleaners to come and clean the communal areas at our expense on a weekly basis which will initially be on Tuesdays. This is to ensure that these areas are clean and hygienic for everyone. In order for them to be able to do this effectively, the kitchen & utility sinks and worktops need to be clear of dirty dishes etc. and floors clear. It is not their job to wash your dishes, clear up after you or clean food or excess mess. If they find that they cannot clean properly, they will contact us and we will stop offering this additional service and you will be expected to clean these areas yourselves.

It is obviously your responsibility to keep your room and, if applicable, kitchen and en-suite clean. There is a Henry Hoover, and a selection of accessories for use with the Hoover, kept in the cupboard under the stairs for you all to use for vacuuming. Please return the Hoover here and keep all accessories together in the box. We have provided an initial supply of Hoover bags. Please use this appropriately and change the Hoover bag etc.

There is a TV and Virgin cable box in the kitchen for you to use. We hope you enjoy using this shared space and this additional facility that we have provided for you. These are obviously not to be removed from this area. We are paying for the Broadband and the cable box in the kitchen as well as the TV license covering this. There are TV points in all bedrooms but please be aware that you need to purchase your own TV license if you wish to use the aerial point in your bedroom.

There is a shared laundry / utility room. There are two washing machines and two dryers for you all to share. Please use the cupboards to store your detergents etc. so that the work surfaces are kept clear.

The dryers are condenser dryers. This means that the water that is removed from clothing is condensed into a container. **THIS MUST BE CLEANED REGULARLY** – every week - to prevent damage to the dryer, or worse, as condenser dryers have been known to catch fire if not cleaned out. Please also clean the fluff filter after every use – which you can see when you open the dryer door. Please refer to the instructions in the blue folder.

As there are 9 rooms sharing the laundry facilities we have suggested a rota – you should find this in the blue folder and in the laundry room. We hope that this helps you all but it is only a guideline. Please be aware that Room 3 is next to the laundry room. Please be considerate and do not use the laundry room late at night.

If you notice any areas which need repair, either in the communal areas and or your individual rooms, please bring this to the attention of the letting agent, using the details held on the noticeboard, so that we can attend to them immediately to ensure no further damage nor injury can occur.

Noise and disruption from tenants both within the property and externally within the garden

We expect all tenants to respect each other and live with consideration concerning noise both inside and outside the house.

Any complaints from tenants or neighbours regarding other tenant's noise levels will be taken very seriously.

If there are complaints of unreasonable levels of noise from your room, your tenancy will be terminated.

We expect the same, when using the outside space provided with respect to our neighbours.

Contact details:

All tenants can inform the letting agent of any issues by email or phone.

Address: Space Lettings, 49 Wokingham Road, Reading, RG6 1LG

Telephone number: 0118 966 6660

Please note that your neighbours in nearby properties will also have these contact details.

As you can see, we have put a lot of thought into making this work for you all, we hope you all enjoy living here together in harmony. If you have any questions, please contact SPACE lettings.

Kind Regards

Your Landlords!

ANS Property Investments Limited

I/We [] of [] as tenant[s] of Room [X] have read understood and agree to the Household Rules set out above and further agree that if I/we do not comply with them that will entitle you our landlords to terminate our tenancy.

Signed.....

Date.....