

Eastways Management Limited
(Regent Square, E3)

FORM A

CONSENT TO LET (Required the first time you wish to let your property).

DECLARATION BY FLAT OWNER THAT EACH TIME THE TENANT CHANGES EASTWAYS MANAGEMENT LIMITED WILL BE IMMEDIATELY INFORMED AND A NEW STATEMENT OF COMPLIANCE (IN LIEU OF THE DEED OF COVENANT) SIGNED BY THE NEW TENANT, - §4 (xviii)-(xix) of the Lease.

I,, of

(NOT Regent Square address)

.....

declare that on each change of tenancy of flat no. Regent Square, Bow, London E3 3H... [please complete postal code], I shall immediately inform Eastways Management Limited of the name of the new tenant(s) of the above flat and the details required under §4(xix)/(xx) of my lease.

It is a condition precedent for the granting of this consent to let the above property in Regent Square that each new tenant will sign a new Statement of Compliance (in lieu of a Deed of Covenant) to comply with the terms contained in the lease and guidelines issued under it and consent can be withdrawn if they do not comply.

I undertake to pay to Eastways Management Limited the fee of £50 for the grant of this consent and thereafter a fee of £50 for each new Statement of Compliance (in lieu of the Deed of Covenant) required as a result of a change of tenancy.

Signed: Dated:
(Flat owner)

This form needs to be completed together with Forms B and D

Please return the form to 61 Regent Square London E3 3HW
www.eastways.org

Eastways Management Limited
(Regent Square, E3)

FORM B
FEE: £50

Application for consent to let flat §4 (xvii) / (xviii) of your Lease.

YOUR NAME (FLAT OWNER)

YOUR CONTACT ADDRESS (not the flat)

.....

TELEPHONE NO. /
(Not the flat) (landline) (mobile)

E-MAIL ADDRESS

IS IT YOUR INTENTION AS THE OWNER TO LET THE PROPERTY ON A CONTINUOUS BASIS? YES NO

NAME OF ANY LETTING AGENCY

TELEPHONE NO. E-MAIL ADDRESS

FULL NAME(S) OF TENANT(S)

.....

FULL NAME(S) OF OTHER OCCUPIERS 18 OR OVER

NUMBER OF CHILDREN UNDER 18

FLAT No. IN REGENT SQUARE **GARAGE / PARKING SPACE No.**
[delete as appropriate]

CONTACT NO.:

YOU ARE REQUIRED TO GIVE THE FOLLOWING INFORMATION FOR INSURANCE PURPOSES

TERM OF LETTING AGREEMENT
(Please give start and end dates)

PLEASE TICK ONE OF THE FOLLOWING: ARE YOUR TENANTS: 1) In Full-time Employment

2) Family member or Friend 3) Social Housing Tenants 4) Students

On first application to rent your property, owners will need to complete this form together with form A & D

Please return the form to 61 Regent Square London E3 3HW

www.eastways.org

Eastways Management Limited
(Regent Square, E3)

FORM C

Notification of change of tenants §4 (xix)/(xx) of the Lease.

FEE £50

YOUR NAME FLAT OWNER

YOUR CONTACT ADDRESS (not the flat)

.....

TELEPHONE NO. /
(Not the flat) (landline) (mobile)

E-MAIL ADDRESS

NAME OF ANY LETTING AGENCY

TELEPHONE NO. E-MAIL ADDRESS

FULL NAME(S) OF TENANT(S)

.....

FULL NAME(S) OF OTHER OCCUPIERS 18 OR OVER

NUMBER OF CHILDREN UNDER 18

FLAT No. IN REGENT SQUARE **GARAGE / PARKING SPACE No.**
[delete as appropriate]

CONTACT NO.:

YOU ARE REQUIRED TO GIVE THE FOLLOWING INFORMATION FOR INSURANCE PURPOSES

TERM OF LETTING AGREEMENT
(Please give start and end dates)

PLEASE TICK ONE OF THE FOLLOWING: ARE YOUR TENANTS: 1) In Full-time Employment

2) Family member or Friend 3) Social Housing Tenants 4) Students

This form needs to be completed together with Form D.

Please return the form to 61 Regent Square London E3 3HW

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FORM D Page 1 of 2

STATEMENT OF COMPLIANCE by Owner & Tenant(s)
in lieu of the Deed of Covenant **required by §4 (xviii)/(xix) of the Lease.**

Date We, the undersigned, understand and agree that in respect of:

Flat No..... Garage / Parking Bay No..... we shall not: -

Alterations to the property.

- Make any changes to the external appearance of the property as to do so will contravene the terms of the lease. Please contact a director for advice for new windows or doors etc.
- Make any structural alteration nor do works to your property which shall or could be an annoyance to any other owner or occupier.
- Erect any television aerial, other appliance for the reception of television or radio or other signals on the exterior of the premises.

Parking Entrance Gates & Security.

- Park in the Visitors parking area or obstruct access to the central areas: these MUST be kept clear for ambulances, etc. Parking is NOT allowed anywhere other than in your designated space or garage.
- Park (unless for the purpose of loading or unloading) or play games in the central areas - these are pedestrian areas and there are several elderly residents who are vulnerable.
- Allow visitors to park without displaying a visitor's permit at all times.
- Rent the parking space or garage to anyone outside of the Square or allow a visitor's permit to be used by someone not visiting your home i.e., a friend who works locally using it as a parking facility.
- Use the Vehicle Gate to walk in and out of the Square: the gate will remain open for a longer period if you do, and you will be compromising security the longer the gate is left open. It also damages the sensor.

Disposal of large household items.

- Dump bulky items for disposal anywhere in the grounds or in the stairwells/bin sheds of flats 1-36 & 61-84: Tower Hamlets provide a collection service. Please contact:
https://www.towerhamlets.gov.uk/lgn/environment_and_waste/recycling_and_waste/Bulky_waste/bulky_waste.aspx

They will usually ask you to place such items outside of the vehicle entrance to the square on the public highway.

There are recycling containers in the bin sheds (only for Flats 1-36 & 61-84) and two (only for flats 37-60) in the small garage area PLEASE USE THEM but only for re-cycling!

www.eastways.org

Eastways Management Limited (Regent Square, E3)

General.

- Sublet or license occupation of the property or part of it
- Allow occupation to anyone not notified to EML.
- Display or hang washing out, from or on the windows or in the communal garden.
- Put stickers leaflets etc in our windows.
- Pick or damage flowers and plants
- Cause annoyance to other residents by inconsiderate behaviour: e.g. by playing loud music or having the TV volume up high - especially in Summer when windows are likely to be open - your neighbours may hate what you love to hear! Playing music outside in the communal areas is not allowed.
- Clog the drains / sewers by putting fat, cat litter, sanitary items or wet wipes down the toilet or drains. They clog very easily especially if fat is disposed of in this way.
- Leave children's buggies or bicycles or anything else in the stairwells as this contravenes the Fire Regulations.
- Allow dogs.
- Allow children to play unless supervised.

Signature of owner.....

Signature of Tenant (1)

Print Tenants Name.....

Signature of Tenant (2)

Print Tenants Name.....

Signature of Tenant (3)

Print Tenants Name.....

Signature of Tenant (4)

Print Tenants Name.....

NOTE The flat is regulated by Tower Hamlets additional licensing scheme and the landlord must register with them before letting to 'flat shares' with 3 or more people who are not all living as one household.

This form must be submitted with Form B or C and returned to:

61 Regent Square London. E3 3HW

www.eastways.org

EASTWAYS MANAGEMENT LIMITED

Regent Square flat owners working together.

REGENT SQUARE E 3

www.eastways.org

LETTING OF PROPERTIES

Instructions for Owners and Agents

Regent Square is a residential garden square of 84 privately owned flats. Flat owners also own the freehold of the square through a 'not for profit' company, Eastways Management Limited (EML).

The square is still managed through EML's board of directors who are flat owners, elected to serve for up to 3 years. Other flat owners help with accounting, minute taking, maintenance, gardening or other tasks as needed.

Flat owners have long-term leases from EML. They cannot let their flat without consent from EML. Consent will be given as long as flat owners comply with their obligations under the lease/guidelines issued and ensure their tenants/anyone occupying complies.

If you are an agent engaged by an owner as their agent, you are equally obligated to ensure that the requirements of the lease are met.

Introduction

Under §4 (xxiv)(d)/(xxv(d) of the lease, no advertising boards or other advertising materials may be placed in, around or outside Regent Square. If they are, they will be removed.

Under §4 (xvii)/(xviii) of the lease, owners are not allowed to let their flat unless they have EML's consent; consent will only be granted/continue provided owners comply with their obligations under the lease/guidelines issued including the requirements below and ensure their tenants/anyone occupying complies.

Under §4 (xix)/(xx) owners must notify EML of the name(s) of anyone they let to.

Under §4 (xxiv) (a)/(xxv) (a) Your property can only be used as a private residence for a single household

Also, your flat is regulated by Tower Hamlets additional licensing scheme, and you must register with them before letting to 'flat shares' with 3 or more people who are not all living as one household.

Further information about occupiers of flats is required by building insurers.

Your obligations to EML

The owner or their agent, MUST:

- Obtain consent to let in advance as set out below.
- give tenants all relevant information, e.g., the number of the garage or parking space belonging to the property.
- give tenants all the relevant keys – including the "zapper" for the vehicle entrance gate, visitor parking permits, etc.

**Registered Office: Origin Two 106 High Street Crawley West Sussex
RH10 1BF**

Registered in England. Registered no. 1023298

EASTWAYS MANAGEMENT LIMITED

Regent Square flat owners working together.

REGENT SQUARE E 3

www.eastways.org

- deal with any tenant-related issues which may arise.
- advise tenants of the obligations under your lease and guidelines which they must comply with while living in the Square.
- comply promptly with any requests from EML.

What you need to do

- **First time lets.** When an owner wishes to let their property for the first time, they must first complete Form A and return this together with forms B and D to EML. Either by post or email to: eml.eastways.org. The accountant will then issue an invoice in respect of the fees which must be paid before consent is granted
- **Subsequent Lets.** Owners must complete Form C together with Form D. Form D must be signed by the owner of the property and all the tenants who occupy the property. The accountant will then issue an invoice in respect of the fees.

The forms are illustrated below and can also be downloaded.

If owners do not fulfil their duties to ensure compliance by their tenants and consequently EML must sort out any problems, the extra administration involved will be charged to owners and consent to let withdrawn/not given in the future.

EML monitors properties and if the breaches, etc. are not rectified after notice has been given about them, legal action may be taken.

Checklist – what you must return to EML for incoming tenants.

- **First time lets Form A B and D**
- **Subsequent lets. Forms C & D**
- **Fee £50**

Security Issues

Security is an ongoing concern and is constantly under review. Various measures have been taken over the years to increase security.

Each property has been issued with the relevant keys for the gates (2 pedestrian gate keys and the “zapper” for the vehicle entrance gate), and 2 visitors parking permits.

These items belong to the individual property so please ensure that tenants do not take them away when they leave the Square. They must be passed on to the next tenants or returned to the current owner or agent whenever the tenancy changes or to EML.

Preserving a pleasant environment

Regent Square is a pleasant residential community to live in. To ensure this continues, requires the cooperation of not only the residents who live in the properties but also of letting agents and owners who place tenants. Owners need to ensure compliance with the lease and guidelines issued under it.

EML is obliged to oversee the running of the Square. This includes ensuring that all residents, including tenants, comply with the obligations under the terms of the lease and guidelines. The Directors regularly monitor the Square and are often informed by other residents of anti-social behaviour, e.g., noise, parking infringements.

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All residents, including tenants, are given a Welcome Pack when they arrive in the Square. It contains a summary of the guidelines of Regent Square as well as other useful information so there is no excuse for them not to be aware.

Where tenants are in breach, notice will be given to owners to rectify the breach and if this is not done in a reasonable time, legal action may ensue, and the lease forfeited.

Charges for excess administration of tenanted properties

At the Annual General Meeting of owners held on 25 October 2004 owners agreed that where EML spends more time than can be reasonably expected in dealing with issues contravening the lease, this time will be charged out to owners on a regular basis at the commercial rate.

The frequent problems which arise are:

1. failure to return the relevant forms to EML (either Forms A B & D for the initial Application or Forms C & D upon the subsequent changes of tenancy)
2. failure to pay the appropriate fees.
3. failure to comply promptly with requests from EML to deal with tenants' issues or matters affecting the property.
4. where tenants are anti-social and persistently disregard the guidelines of the Square and agents or owners fail to deal effectively with these issues as they should under the terms of the tenancy agreement and the lease.
5. tenants' failure to comply with the guidelines pertaining to parking of vehicles in the Square.
6. lack of consultation with the Directors of EML before undertaking the replacement of windows, doors, or structural alterations.
7. where proper arrangements are not made, e.g., with Tower Hamlets, to dispose of household items following changes of tenants.

Please cooperate with EML and deal promptly with all matters concerning the properties to avoid incurring these charges.

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