

franklinmanagement.co.uk

Unit 133, 1 Hanley Street
Nottingham NG1 5BL

Telephone 0115 777 3295

info@franklinmanagement.co.uk

Dear resident / leaseholder,

Welcome to Morley Mills. We are proud to manage this historic building and aim to keep the standards high. We need your help to this, so here is a guide. We aim to keep you as up to date as possible with planned works and changes around the complex. See the website www.franklinmanagement.co.uk or follow us on twitter @frankmanage

Our contact details are Franklin Management, Unit 133, 1 Hanley Street, Nottingham NG1 5BL
Tel 01157 773295

Out of hours 01156 975558

General email info@franklinmanagement.co.uk

Accounts accounts@franklinmanagement.co.uk

Door and carpark fobs. Codes

If you require a fob for either the apartment entrances or the car park, please contact us. Similarly, if you require a code either check with your landlord or contact us.

The Gym

All residents have access to the gym. Please ensure you have signed a disclaimer form first as you will not be allowed to use it otherwise. All equipment is maintained on a six weekly basis but let us know of any problems straight away. Ensure you wipe down the machines and keep the gym tidy.

Selling your Property

Please get in touch with Franklin Management Limited if you plan to sell your property and provide your solicitor with our details to ensure they can contact us at an early stage.

For Sale/To Let Boards

We do not allow 'for sale' or 'to let' marketing boards to be placed within the common parts of the building or in the communal grounds

Letting Your Property

Please advise Franklin in advance if you are considering letting out your apartment to someone else. The majority of leases will specifically request that you do this, and you may need consent from the Freeholder. We also need to ensure that we have your contact address for any future correspondence.

Car Parking

There is strictly one space per apartment. You will need a valid permit otherwise you may get a ticket. If you have contractors visiting, ensure they use your space only and they will need a permit from us. Contact us at info@franklinmanagement.co.uk to obtain one. There are plans by the notice boards showing where your space is. If in doubt ask us.

Pets

You must check with us if you wish to keep a pet.

Bin Stores/Domestic Rubbish

The bin stores are provided for the use by residents in both carparks. Ensure you read the labels on each bin when recycling to ensure collections are not refused. Only rubbish that is placed in the bins provided will be collected by the local authority. Items such as large cardboard boxes, and packaging should be taken to a local refuse site. If rubbish is left to accumulate and we have to arrange for an additional collection this charge will be added to the service charge. If you have a larger item contact the council to arrange collection or take it to the tip yourself. Anyone caught fly tipping will be fined and reported. The bins are collected by Gedling Borough Council. General waste and recycling are collected every other Tuesday on rotation. To arrange for larger bulky waste items to be disposed of, please contact the Council on 0115 901 3840, to arrange a scheduled collection ensure any items to be collected have a note on.

Alterations and Home Improvements

You are not permitted to alter the apartment structure in any way without express permission of Franklin Management. You will be invalidating your lease should you do so.

Leaks

Please familiarise yourself with the location of stop taps in your property in the event of a leak please close off the water in your apartment and contact Franklin immediately if this is likely to affect other apartments. If the leak is from above, try alerting the apartments above and ask them to follow this information. Please contact Franklin on either the office number 01157 483490 or the out of hours 01156 975 558.

Gas

Your gas is provided by a communal meter and divided into sub meters per apartment. Therefore, the supply is exclusively through Morley Mills RTM Company limited at a provider of their choosing. The bulk rate is vastly cheaper than any tariffs available. If you have a gas leak or smell gas open all the windows and doors. Turn off the meter or supply. Contact us straight away and Cadent on 0800 111999. Do not delay. There are alarms above each riser cupboard which should sound if there is a gas leak, however, do not leave anything to chance. If in doubt, call us.

Electricity

The meters are kept in a restricted area. Please contact us for a meter read. We do not control the supplier.

Water

Your supplier is Severn Trent. The meter is in the riser cupboard in the communal apartment corridors.

Noise/Nuisance

Please be considerate of your neighbours in your development as it is easy for everyday activities to have an impact on other residents. Music being played loudly in the evening, for example, can easily become a nuisance.

If you have any issues with an inconsiderate neighbour, please try to resolve these amicably and should these issues persist please contact Franklin and we will investigate.

Gardens

The gardens are for all to share. Please do not hog the whole gardens, respect them and the flowers and plants that are around. They are a beautiful asset to Morley Mills and we need them to stay that way.

Smoking

Please only smoke in the designated areas. These are by the pedestrian gate and in the main car park corner (the triangular grass). In the summertime we get numerous complaints about the smell of smoke coming through open window's so we ask that you respect the areas.

Maintaining the property

Ensure the property is kept to a good standard. It is a requirement that all have working smoke alarms and smoke seals on the apartment door.

Washing

As the lease states no washing is to be hung outside.

Ricky Swallow Building Manager.