

PROPERTY MANAGEMENT DIVISION

GUIDANCE NOTES FOR WINTER BREAK

- Ensure that the heating is not turned off. Our CORGI registered plumber has advised that you set the heating to come on between the hours of 10pm to about 5am or 6am. This is when conditions are usually at their coldest. Set the temperature to the lowest heat setting.
- Ensure the water stop cock is turned off.
- Ensure all electrical appliances are turned off at the sockets.
- Ensure all windows and doors are left closed and locked, and that expensive items are not left on display.
- Ensure bathrooms and kitchens are left in a clean and hygienic condition.
- Ensure your burglar alarm is set (where applicable).
- Ensure a neighbour has your contact numbers should there be a problem while you are away, for example, a break-in or alarm activation.
- We recommend that you leave a light on a timer system from say 7pm to 10pm.
- If you intend to vacate the property for a period in excess of 28 days, please inform us in writing as per clause 3(e) of your tenancy agreement.

IN CASE OF AN EMERGENCY OUT OF HOURS, PLEASE TELEPHONE 07738 455 986.

Please note this number is only to be used in an emergency where there is threat to general safety or risk of serious damage to the property. On all other occasions, queries are to be reported to the office in writing or by email to the office as per clause 5(a) of your tenancy agreement. Abuse of this emergency number is equivalent to a breach of tenancy and reasonable costs will be recovered from deposit accounts accordingly.

Thanks for your cooperation.

The Adderstone Group is a group of businesses under common ownership linked together for practical and marketing purposes. The main trading business is Adderstone Group Ltd, which comprises the following Divisions:

Development Division

E: development@adderstonegroup.com

Construction Division

E: construction@adderstonegroup.com

Property Management Division

E: propertymanagement@adderstonegroup.com

Block Management

E: blockmanagement@adderstonegroup.com

Trading Division

E: trading@adderstonegroup.com

General Enquiries

E: office@adderstonegroup.com