

## Post

**Post will be delivered to your designated post box located in the main entrance lobby.**

If the postman has items of registered post/parcels, which require a signature by a resident, then he/she will use the door entry system to contact the addressee.

## Refuse

**All refuse is to be segregated, bagged up, tied and taken to one of the bin stores on car park levels 1 and 2. It is the responsibility of the tenant/owner occupier of the apartment to ensure all refuse is transported safely and cleanly to the communal bin stores. Under no circumstances are any refuse materials to be left in any communal corridors.**

**Items for recycling should be placed in the relevant bins which can be found in the bin stores.**

For advice and information on the disposal of larger items of domestic refuse, please contact Manchester City Council Operational Services office.

**Operational Services: 0161 954 9000**

## Window Cleaning

Window cleaning arrangements will be made by your Managing Agent for the cleaning of all inaccessible windows externally and the internal common areas.

Please note that cleaning of each apartment's windows internally and accessible external windows is the responsibility of the individual apartment owner.

## Cleaning & Maintenance-Common Areas

All communal maintenance and cleaning will be the responsibility of your Managing Agent to organise and control. This will include all common areas both inside and outside the building which are directly under the control of the Managing Agent.

## The Lease

Full details of your responsibilities as a resident are contained in your apartment lease. However, particular attention should be paid to the following points:

- ✓ Aerials and satellite dishes may not be erected
- ✓ The apartment's electric and telephone services are the responsibility of the resident
- ✓ You are independently liable to the local authority for council tax
- ✓ No washing, advertisements, signs, etc., should be hung so as to be visible from outside the apartment
- ✓ You are legally responsible for payment of all occupational charges due, including service charge and insurance, through the period of ownership of the apartment.

## Alterations

**Under the terms of the lease, the Managing Agent must give prior consent before any structural alterations are made to your apartment.**

**Extreme care must be taken when nailing or drilling into floors, walls and ceilings to ensure no cables or pipework are damaged.**

**Please also be aware that plasterboard linings to partition walls may perform fire, acoustic and vapour barrier functions. Any alterations which affect the integrity of these barriers may be detrimental to the safety of yourselves and your neighbours.**