

**BELLEVUE COURT  
21-22 PRESTON PARK AVENUE  
BRIGHTON  
BN1 6HL**



**Residents  
Information Pack**

**2026**

# Introduction

Bellevue Court Limited is managed by a Board of Directors who represent the members of the Company and act on behalf of both the members and the residents. The Board is made up of elected volunteers who dedicate their time to serving the best interests of Bellevue Court. They act as a vital link between the residents and the Managing Agents, working to address and manage communal matters.

This booklet provides essential information on key topics. However, please note that your lease is the primary legal document. In the event of any discrepancy between this booklet and the lease, the lease will take precedence.

## House Rules

### **Bicycles:**

- A bicycle store is located at the rear of the north entrance and is secured with a coded lock.
- To obtain the access code, please contact the managing agent in writing.
- Please note that bicycles must **not** be brought into Bellevue Court under any circumstances.
- Any damage caused to the lifts, stairways, or passageways by a bicycle brought inside will result in repair costs being charged to the responsible resident's service charge account.

### **DIY:**

- To ensure the comfort and wellbeing of all residents, any activity that generates noise and may be heard in neighbouring flats must be restricted to the following hours of:

**Monday to Friday                    08:30 – 17:00**

**Saturday                                09:00 – 12:30**

**Sunday/ Bank Holidays **NO DIY or activities which can generate noise for other residents****

Residents who fail to comply with these guidelines may be subject to complaints, involvement by Environmental Health, or legal action. We ask all residents to be considerate and keep noise to a minimum, especially during early mornings, evenings, and weekends.

- Please give reasonable advance notice to the Managing Agent, including the start date and expected duration of the works.
- A notice must also be placed on the communal noticeboard, clearly stating:
  - The nature of the works
  - The flat number involved
  - The start and end dates
- This helps ensure all residents are informed and can plan accordingly. Consideration for neighbours is expected at all times.

### **Emergency access to Residents flats:**

- It is strongly advised that you provide the contact details of family or friends who are key holders to your flat to Austin Rees, in case of an emergency. This will help ensure prompt access if needed.

### **Fire Safety Regulations:**

- Refuse bags or any other items must **not** be left in any of the communal hallways or grounds.
- Door mats are **not permitted** in the common areas and will be removed without notice.
- Personal items must **not** be stored in the common parts including the **electrical meter cupboards** and will be removed without notice.

### **Flooring inside of your flat:**

- All floors except in kitchens, toilets, and bathrooms **must** be fitted with carpet and underlay to help reduce noise transmission between flats.

### **Moving In & Out:**

- When moving in or out of the property, please take care to protect the communal areas (e.g. lift, hallways, stairwells, foyers) from damage or mess.
- Please do not overload the lift, as you may be held responsible for repair costs if it breaks down due to misuse.
- A **£100.00** charge will be applied to your maintenance account for any additional cleaning required due to failure by you or your contractors to maintain proper housekeeping standards.

### **Noise Restrictions:**

- Noise audible outside your flat is **not** permitted between the hours of **23:00 and 7:00**
- Noise that causes a disturbance or nuisance to neighbours such as loud music, domestic appliances, shouting, or generally noisy conduct is **not** allowed.

### **Pets:**

- Residents must obtain written approval from the Board of Directors *before* bringing any pet into Bellevue Court. Approval is based on the potential for nuisance the animal may cause.
- If a pet later causes a nuisance, permission may be withdrawn with 28 days' notice, requiring the removal of the animal.
- Upon receiving approval, residents must sign a pet licence agreement *before* bringing the animal onto the property.
- Conduct Rules:
  - Pets must not roam the grounds.
  - Pets must not make noise audible outside any flat.
  - Pets are not allowed on the grass and must not use it as a toilet.

### **Post, Deliveries & Access:**

- Post is typically delivered in the mornings, provided the postman can gain access to Bellevue Court. If you are expecting a parcel, please ensure you are available to receive it. Neither Bellevue Court Limited nor the Managing Agent accepts responsibility for missed or lost deliveries.

- All deliveries must be made directly to your front door. Items must **not** be left in the foyer or any communal areas.

### **Pigeons/Seagulls:**

- Feeding pigeons and seagulls is expressly forbidden at Bellevue Court.
- If a resident or visitor is identified as feeding the birds, the clean-up costs will be charged to their service charge account.

### **Plumbing/Drainage:**

- Any issues with sink blockages or other problems related to the pipework within your flat are the responsibility of the leaseholder. Bellevue Court Limited will only accept responsibility if the issue pertains to communal or exterior pipework.
- **Do not** wash leftover fat, oil, or grease down the sink or toilet. These substances solidify in the pipes and can block the flow of wastewater, causing backups and damage to the sewage system.
- Dispose of fat, oil, and grease by soaking it up with kitchen roll or pouring it into discarded containers (such as old yoghurt or margarine containers). These can then be disposed of in your general household waste bags.
- Wet wipes may be advertised as biodegradable or flushable, but they can take years to decompose. They are capable of clogging the system in a matter of days.
- After flushing any baby waste down the toilet, please bag the nappy and dispose of it in your general household waste bag.
- **Know the location of your stopcock and ensure that it is in working order. This is vital in case of any plumbing emergencies.**

### **Property Alterations:**

- If you wish to make any alterations to your property, you must first obtain written consent from Bellevue Court Limited.
- You are required to submit detailed plans showing both the existing layout and your proposed changes to the managing agent.
- Please be aware that **consent is not automatic** and each request will be reviewed on a case-by-case basis.

### **Ring Door Bells:**

- Ring doorbells (or similar devices) are not permitted in internal communal areas such as shared hallways, corridors, stairwells, or lobbies unless explicit written consent is granted by the Freeholder.
- Devices installed without consent may be subject to removal and the tenant or leaseholder may be asked to cover any associated costs.
- Video or audio recording in communal areas can capture footage of other residents, visitors, or staff, which is considered personal data under the UK General Data Protection Regulation (GDPR). Any such recording must comply with data protection laws, including the need for signage, purpose limitation, and secure storage of footage.

### **Security:**

- Please remain vigilant and help maintain the security of Bellevue Court at all times. Ensure that the main entrance doors are securely closed behind you.
- Do not allow anyone to tailgate into the building unless they can demonstrate they have a front door key or valid access.
- The Managing Agents conduct quarterly inspections of the property.
- If you wish to speak with the Managing Agents, please contact them using the details provided at the end of this booklet.

### **Smoke Alarms**

- It is strongly recommended that all properties are fitted with appropriate and fully operational smoke alarms in accordance with current fire safety legislation and best practice guidance.
- Leaseholders are responsible for ensuring that the correct number and type of smoke alarms are installed within their property and that they are regularly tested and properly maintained. Where a property is let, leaseholders must also ensure that smoke alarms are in working order at the start of each tenancy and that tenants are made aware of their location and operation.
- Residents are advised to test smoke alarms regularly and to report any faults immediately so that they can be rectified without delay. Smoke alarms must not be removed, disabled, or tampered with under any circumstances.
- Failure to cooperate may place residents at risk.

### **Smoking & drinking in the public areas of the building:**

- It is illegal to smoke in the internal common parts of the building including the lift, passageways, stairways, foyers, and landings.
- Please refrain from drinking anywhere within the communal areas of the building including the lift, passageways, stairways, foyers and gardens.

### **Subletting your property:**

- If you intend to sublet your flat, you must notify the Managing Agent in advance.
- The leaseholder is fully responsible for the conduct of their tenants and will be held legally accountable for any nuisance or breach of house rules.
- Airbnb and other short-term lets are strictly prohibited at Bellevue Court.

### **The Building Exterior:**

- No items may be fixed or displayed on the exterior walls or windows of the building. This includes washing, flags, aerals, or satellite dishes.
- For Sale and To Let boards are **not** permitted at Bellevue Court.

### **Waste and Recycling Guidelines:**

- Household waste must be placed in tied waste bags and disposed of in the general waste bins located by the south boundary wall.
- Recycling bins are also provided next to the general waste bins, please use them appropriately
- Please empty all recycling items from plastic bags before placing them in the recycling bins, as items left in bags may cause the entire load to be diverted to landfill.
- Cardboard boxes must be flattened before being placed in the recycling bins.
- DIY or construction waste must be taken to your local waste amenity depot and is not to be disposed of via household bins.
- Large household items, such as unwanted furniture or appliances will **not** be collected by the Council and must be taken by residents to a recycling centre.

# Parking Regulations

## **Permits:**

- Each property is entitled to one parking permit only.
- Permits are free of charge and issued annually.
- Permits are numbered and correspond to specific flat numbers.
- If a permit is lost or damaged, a replacement fee of £25.00 + VAT applies. The old permit will be cancelled upon replacement.

## **Parking Rules:**

- Parking spaces are unallocated and are available on a first-come, first-serve basis.
- All vehicles must fit within the marked bays.
- Commercial vehicles, trailers, and mobile homes are not permitted.
- Do not park in front of garages, this is strictly prohibited.
- Permits must be clearly displayed at all times while parked on site.

## **Enforcement**

- Parking is monitored by an independent contractor: Countrywide Parking Management (CPM).
- Penalty Charge Notices (PCNs) will be issued to:
  - Vehicles without a valid permit.
  - Vehicles parked in violation of the site rules.
- The managing agents cannot cancel PCNs where residents have not complied with parking rules.
- Please ensure you follow these guidelines to avoid receiving a PCN.

The parking is patrolled by an independent contractor, Countrywide Parking Management). CPM will issue a Penalty Charge Notice (PCN) to any vehicle which is not authorised to park on site or is in convention with the site regulations. The managing agents cannot cancel tickets where the leaseholder/resident has failed to follow the correct parking procedure.



# Contact Information

## **Bellevue Court Managing Agents:**

- Kirsty Marshall ATPI (Senior Property Manager)  
Austin Rees  
135/137 Dyke Rd  
Hove  
East Sussex  
BN3 1TJ

Tel: 01273 260 714  
Email [k.marshall@austinrees.com](mailto:k.marshall@austinrees.com)



## **Accounts Manager**

- Fayza Cherkaoui

Tel: 01273 260708  
Email [f.cherkaoui@austinrees.com](mailto:f.cherkaoui@austinrees.com)

## **Emergency Contractors Information (between 17:30 & 09:00 Monday to Friday, Saturday and Sunday)**

- Ascent Lifts Services – Lift - 01273 297989
- Brighton Fire Alarms – Emergency Lighting – 07879 415456.
- Saunders Specialist Services Limited – plumbing issues – 01903 732 842
- Aquatech - Drains – 01273 933 705 (Saturday's only)
- Done & Dusted – All Trades – 07805 569 727.
- Thomas Locksmiths – Locksmiths - 01273 773006

*Please note that if the issues are not communal then you may be liable for charges levied.*

## **Principle Accountable Person**

- Bellevue Court Limited C/O Austin Rees.

If you have any comments or suggestions, please let the Directors know via the property manager at Austin Rees.

**Kind regards,**

**The Board of Directors of Bellevue Court Limited**

# **Balcony Management Policy**

1. **Do not** store any flammable materials on your balcony.
2. Fairy lights or any other decorative lighting are **not** permitted.
3. BBQs of any kind are **not** permitted on balconies.
4. **Do not** charge electric scooters, mobility scooters, e-bikes, or any other electrical devices on your balcony.
5. **Smoking on balconies is not permitted.** Please also ensure cigarette ends are not thrown from the balcony.
6. Secure all personal items during bad weather to prevent damage or injury.
7. Maintain the aesthetics appearance of the building
8. Prevent nuisance such as dripping water, noise or falling objects.
9. Promote responsible use of balcony spaces.
10. **No** items may be hung or displayed from balconies that detract from the building's appearance (e.g., clothes, banners, or flags).
11. Structural alterations (e.g., enclosing balconies, drilling into walls, or changing flooring) are **strictly prohibited** without written approval.
12. Residents **must** promptly report any balcony structural damage (cracks, rust, leaks) to their property manager.
13. Children and pets **must** be supervised at all times when on balconies
14. Ensure that drainage holes are inspected and cleared regularly to prevent blockages and water leaks.
15. Please report any issues to your property manager

*"If you are unclear in respect of the covenants in your lease pertaining to maintenance and restrictions you are encouraged to contact your property manager or refer to your lease"*

# Common Way Management

## Policy

1. Personal items must **not** be left in any communal areas (including corridors, stairwells, electrical meter cupboard and lobbies).
2. Any items left in communal areas will be removed without notice and stored off-site. Charges will apply for their return.
3. Children and pets are **not** permitted to play in communal areas for safety and consideration of other residents.
4. Electric bikes, scooters, mobility scooters, or other electrical devices must **not** be charged or left in communal areas due to fire risk.
5. Flammable materials must **not** be stored or left in communal areas under any circumstances.
6. Clothes or washing must **not** be dried in communal areas or on shared balconies.
7. Door mats or other personal furnishings are **not** permitted in communal areas, including shared hallways.
8. Rubbish bags must **not** be left in the communal areas. They should be disposed of in the designated waste disposal areas immediately.
9. Smoking and vaping are **strictly prohibited** in all enclosed communal areas.
10. If you notice any damage, obstruction, or safety issue, please report it to your property manager immediately.

# **Fire Door Safety and** **Evacuation Information**

Under Section 156 of the Building Safety Act 2022 there is an obligation for the Responsible Person/s, **Bellevue Court Limited**, to ensure all leaseholders are kept informed with regards to:

- The evacuation procedure
- Fire door information
- Key actions contained within the fire risk assessment and how the Responsible Persons look to manage these actions

Enclosed you will find your fire emergency plan which lets you know what to do in the event of a fire. Please take the time to familiarise yourself with this document.

We would like to reiterate the importance of residents remaining aware of the following:

- Fire doors (both flat doors and common way doors) must be kept shut when not in use
- Residents / guests should not tamper with self-closing devices on fire doors
- Residents must ensure any damage or faults to fire doors is reported to the responsible person (RP) immediately
- Common ways must be kept clear of goods at all times. Under no circumstances should personal belongings be stored in the communal hallways or lobbies.
- Fire safety signage in the common ways must be noted.

As your building operates on a stay put policy you will likely be aware that there are no mains linked fire alarm detection systems in place. It is recommended by the fire rescue service, however, that flats are fitted with stand-alone smoke detection devices and we would therefore suggest full consideration is given to installing smoke detectors within your flat.

**It is essential that you please pass the enclosed fire emergency plan and door information leaflet to your tenant in the event you sublet your flat.**

# Fire Door Safety Information

## 01

### **Keep all fire doors closed**

For fire doors to be effective, they must remain closed at all times.

## 02

### **Fire doors should not be wedged open**

It is strictly prohibited to wedge open fire doors within the building. It is essential that fire doors remain free from obstruction.

## 03

### **Self closing devices must not be tampered with**

Under no circumstances should self closing devices be tampered with, or removed. If there is an issue with a self closing device within the building, please report this to us right away.

## 04

### **Any faults or damage to a fire door must be reported immediately**

Please ensure that any damages or issues are reported to us as a matter of urgency. You can find our contact details below.

[www.austinrees.com](http://www.austinrees.com)  
[info@austinrees.com](mailto:info@austinrees.com)  
01273 207501

# Austin Rees

Managing Agents

135-137 Dyke Road, Hove, BN3 1TJ

# Fire Emergency Plan – Stay Put

<b>Address</b>	Bellevue Court, 21-22 Preston Park Avenue, Brighton, BN1 6HL	
<b>Managing Agents</b>	Austin Rees	
<b>Strategy</b>	Stay Put	
<b>Fire Authority</b>	East Sussex Fire & Rescue Services	
<b>In the event of a: FIRE</b>	<b>ACTION</b>	
<b>Fire Strategy and Equipment:</b>	<p>There is no smoke detection in the common areas.</p> <p>There is a “<u>stay put</u>” policy in place.</p>	
<b>If you find a fire:</b>	<p><b>If you discover a fire in your flat</b>, leave immediately by the nearest exit and close the flat door behind you.</p> <p>If you have visitors, instruct them to follow you.</p> <p>Leave the building and call 999. Give as much detail as possible to the 999 Operator including the postcode.</p> <p>Do not re-enter the building until you are told it is safe to do so by the Fire Brigade.</p> <p>Do not use the lift in the event of a fire.</p>	
<b>Hearing alarm:</b>	<p><b>If you hear an alarm sound from outside your flat</b>, stay in your flat with your front door closed.</p> <p>Leave your flat if instructed to do so by the Fire &amp; Rescue Service or if smoke enters from outside.</p> <p>If you have visitors, instruct them to follow you.</p> <p>Do not return to the building until told it is safe to do so by the Fire &amp; Rescue service.</p> <p>Do not use the lift in the event of a fire.</p>	
<b>How the fire and rescue service and any other services will be called and who will be responsible for doing this:</b>	<p>Residents to dial 999</p> <p>The Fire Service Operator will ask you some questions.</p> <p>Do not end the call until the Fire Service Operator has repeated the address and you are sure they have got it right.</p> <p>Please contact Austin Rees on 01273 207501 in the event of a fire.</p>	

# Insurance Schedule



## Your Aviva Property Owners Insurance - New Business Schedule

Produced on 08/12/2025

---

This Schedule forms part of Your policy and must be read together with Your policy wording.

---

This document records the information notified to Aviva and facts assumed about You, Your Business and Your Business partners and directors. This information has been taken into account when calculating the premium, terms and conditions upon which Your policy is based.

You must check all the information in this document and contact Your Insurance Adviser immediately if any details are incorrect or incomplete. You must also tell Us immediately of any circumstances or changes which We would take into account in Our assessment or acceptance of this insurance. Failure to comply with the above may mean that Your policy is not valid or We may not be liable to pay all or some of Your claim(s).

<b>Policy number</b>	96RPI1153957	<b>Insured</b>	Bellevue Court Ltd
<b>Your cover starts on</b>	05/12/2025	<b>Expiry Date</b>	04/12/2026
<b>Annual premium (excluding Insurance Premium Tax)</b>	£ 13,553.87		
<b>Insurance Premium Tax</b>	£ 1,626.46		
<b>Total annual premium due</b>	£ 15,180.33		
<b>Insurance Adviser:</b>	Brown & Brown Insurance Brokers (UK) Limited		

# Recycling Information

## New items added!

Plastic pots, tubs and trays now go in your mixed recycling bin

- Yoghurt pots
- Fruit and veg punnets
- Meat trays
- Margarine and ice cream tubs
- Toothpaste and cosmetics tubes

All go in kerbside or communal mixed recycling bins



plastic pots



plastic tubs



plastic trays

- Take off any plastic film, as this can't be recycled
- Keep items clean, dry & loose



For more information visit  
[www.brighton-hove.gov.uk/recycleright](http://www.brighton-hove.gov.uk/recycleright)



Brighton & Hove  
City Council

# Please continue to recycle right

Keep it clean, dry and loose

**Paper and cardboard**  
(flatten all boxes to fit)



**Plastic bottles, pots, tubs and trays**  
(with lids, pumps and triggers on)



**Drink cans and food tins (rinsed)**  
**aerosol cans (empty)**



## No thanks

- ✗ Plastic bags and soft plastics
- ✗ Hard plastics such as plant pots, garden furniture, children's toys
- ✗ Batteries and vapes
- ✗ General rubbish and other materials



Recycle small electrical items at recycling points.



Glass bottles and jars go in your separate black box or glass bin (rinsed with metal lids on).

Take cartons and Tetra Paks to carton bins at recycling points across the city.



Food waste: Weekly food waste collections are being introduced across the city in phases from this Autumn.

8285

# Dealing with Condensation

## What is dampness?

Dampness can originate from:

- Leaking pipes, wastes, drainage overflows.
- Rain water from defective roof coverings, blocked or leaking gutters and broken pipes.
- Penetrating dampness around windows, through walls and due to raised ground levels.
- Rising damp due to lack of, or no effective damp proof course.

'Condensation dampness' is a condition that affects many homes and has probably become the major cause of environmental dampness within a property. Condensation is particularly common in homes which are poorly heated and poorly insulated and usually gets worse in the colder winter months i.e. 'The Condensation Season'.

## What is condensation?

There is always some moisture in the air, even if you cannot see it. If the air gets colder it cannot hold all the moisture and tiny drops of water appear. This is condensation. You also notice it when you see your breath on a cold day or when the mirror mists over when you

The mould requires free moisture on the surface to germinate.

Tiny spores produced by the mould and the higher numbers of dust mites due to the moist conditions can increase the risk of asthma and respiratory illnesses in some people.

Maintaining a reasonable balance between heating, ventilation and

have a bath. Kitchens and bathrooms are often primary sources of atmospheric water. Moisture is released into the air through normal daily activities such as washing, cooking, drying clothes, showering and bathing. This can occur commonly on windows, external walls or cold surfaces within the fabric of the property. Look for it in corners, on or near windows, in or behind wardrobes and cupboards. It often forms on north-facing walls.

The problems of condensation can lead to staining and mould growth, damaging wallpaper, wall surfaces, window frames, furniture and clothing. The development of mould growth is the most tell-tale sign that is frequently associated with condensation. The appearance of mould may be black, white, yellow or green in colour, depending on the specific type of mould and the surface which it grows on. Black spot mould, *Aspergillus Niger*, for example forms pyramid profiles in wall corners and at wall/floor or wall/ceiling margins as a consequence of condensation.

Moulds are hydrophilic fungi in that they require high levels of surface moisture. Capillary held dampness (such as that originating through raising dampness) is not sufficient to cause mould growth.

insulation can reduce excessive condensation however, a major review of lifestyle and occupation of the property is often necessary.

In the short-term you should wipe off the condensed water from windows and sills every morning during the condensation season. Wring out the cloth into a sink rather than drying out on a radiator.

# Mould Cleaning

Regular cleaning away of mould is vital. To remove mould, wipe down walls and window frames with a preparatory mouldicide or fungicide wash which carries a Health and Safety Executive approval number. Follow the manufacturers instructions precisely which will provide longer term prevention. Spray containers of mouldicide can be obtained from chemists and retailers. Mould kits can be obtained from specialist suppliers.

Dry clean mildewed clothes and shampoo carpets. Disturbing the mould by brushing or vacuum cleaning can increase the risk of distribution of spores and respiratory problems.

After treatment, redecorate using a good quality fungicidal paint to help prevent mould. Note: this paint is not effective if over coated with ordinary paints, emulsion or wallpaper. You can also obtain an anti mould paint additive that can be mixed with the paint. When wallpapering, use a paste containing a fungicide to prevent further mould growth.

Using a dehumidifier can control the airborne moisture and help reduce this problem, however dehumidifiers will not solve the cause(s) of the condensation problem. The only lasting way of avoiding severe mould is to eliminate the cause of the dampness/condensation.

## How to avoid condensation

### Produce less moisture

**Reduce the potential for condensation by producing less water.**

Always cook with pan lids on and turn the heat down once the water has boiled. Only use the minimum amount of water for cooking vegetables.

When filling the bath, run the cold water first, then add the hot. It will reduce the steam which leads to condensation by up to 90%.

Never dry laundry on radiators.

Dry washing outdoors if possible, or put it in the bathroom with the door closed and the window open or extractor fan on. Extractor fans should be automatically humidistat controlled, not solely activated by a light switch.

If you use a tumble dryer, make sure it is vented to the outside (DIY kits are available for this) or that the tumble dryer is of the new condensing type.

Don't use your gas cooker to heat your kitchen as it produces moisture when burning gas (you will notice the windows misting up).

Never use bottled gas heaters (Calor etc.) as they produce about eight pints of moisture from an average size gas bottle.

### Ventilate to remove moisture

**You can ventilate your home without making draughts.**

Some ventilation is needed to get rid of the moisture being produced at the time, including that from people's breathing. Keep trickle vents open at all times, alternatively open small windows/top lights.

Use passive Vapour Vents if no trickle vents are fitted to windows.

Do not have air bricks fitted at low levels. Kitchen and bathrooms require more ventilation due to cooking, washing, bathing and drying creating high levels of moisture which means opening windows.

Ideally these rooms should be fitted with humidistat controlled extractor fans (these work automatically when humid air is detected).

Close the bathroom and kitchen doors when these rooms are in use, even if the kitchen or bathroom has extractor fans. This stops the moisture reaching other rooms, especially bedrooms which are often colder and more vulnerable for condensation.

Allow space for the air to circulate in and around your furniture.

Open doors to ventilate cupboards and wardrobes.

Leave space between the backs of wardrobes and the wall.

Where possible, position wardrobes and furniture against internal walls i.e. walls which have a room on both sides rather than external walls.

To reduce the risk of mildew on clothes and other stored items, allow air to circulate around them by removing 'false' wardrobe backs or drilling breather holes in them.

You can place furniture on blocks to allow air to circulate beneath.

Never overfill wardrobes and cupboards as it restricts air circulation.

**The use of Positive Pressure FLAT or LOFT ventilation systems can be considered, whereby fresh, dry filtered air at ambient temperatures is introduced continuously into the property - diluting and displacing stale, moist air and reducing the cause of condensation within the property.**

# **Role of a Managing Agent.**

A managing agent is a company appointed by the landlord (or another responsible body) to manage and run a building and its services. They act on behalf of their client, which in Bellevue Court's case is the landlord.

Managing agents collect service charges from leaseholders in accordance with the terms of the lease. These charges include a management fee, which covers the agent's services and usually represents only a small proportion of the overall service charge.

Managing agents oversee the property in line with the lease and all relevant statutory requirements. Their role requires specialist knowledge, including landlord and tenant law, building construction, health and safety regulations, and accounting.

The duties of a managing agent are based on contract rather than legislation. These duties are set out in a management agreement between the agent and their client and reflect the services the client has asked the agent to perform. Any additional services outside the core management fee should also be clearly detailed, typically in a schedule or menu of charges agreed by both parties.

While managing agents carry out the day-to-day management of the building, such as overseeing repairs, maintenance, compliance, and service delivery the final legal responsibility for the full and proper management of the property always remains with the client (Bellevue Court Limited).

Managing agent fees are paid through the service charge, which also covers other costs such as repairs and maintenance, gardening, cleaning of common parts, and insurance.

Leaseholders are entitled to request a basic summary of the contractual terms and duties that the managing agent provides to the client.