

Our Ref: AN/lg

5 October 2016

All occupiers
Kings Court
Birmingham

Dear Resident.

We confirm on behalf of KingsCourt (Birmingham) Management Co Ltd the basis all owners at Kings Court are permitted to occupy their property on. This has been agreed by the Directors after recent incidents of unauthorised occupation of some dwellings.

Permitted occupiers

If you are the owner but are not intending to occupy the premises yourself, then only single household on a Assured Shorthold Tenancy (AST) are permitted. This is an accordance with the restriction in each lease to occupy as a private single-family residence in order to preserve the nature of residential occupation at Kings Court.

No other form of occupation is permitted, including any type of short-term occupation through intermediaries like Airbnb and all other forms, whether advertised or not. This exclusion also includes any short term occupation even with the main authorised occupier still being present. Only invited and related guests are permitted as part of usual home residence of you or authorised AST occupiers.

Notification of occupiers

Please forward full contact details of any authorised AST occupiers within your property, including any managing agents you have instructed and owners' details if not. This needs to include full name(s) and contact details such as mobile phone numbers and email addresses in case of emergencies or any issues relating to the use of the site.

All new occupiers must be issued with a copy of the residents' manual and updated regarding issues such as:

- Where to correctly store general refuse and to make their own arrangements to remove any additional rubbish, particularly after moving in
- Our contact details for any additional access fobs
- Which car parking space they are entitled to use
- To keep noise to a reasonable level
- That no business use is permitted

Car park spaces

We remind all owners that their allocated car parking space is only permitted for their own use or their authorised AST occupiers, including any bona fide guests. No other form of occupation and separate letting out is permitted. There are only a few visitor spaces for occasional and temporary use.

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A car parking enforcement company are instructed to issue penalty notices for anyone in breach of the parking requirements within the basement area.

We would also remind owners that the numbering of the car spaces is different to the house/flat numbers and that the spaces should not be used for general storage.

Non-compliance

If there is found to be non-compliance with any of the above the management company reserves the right to take appropriate action and recover its costs from the lessee.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Andy Nuttall', written in a cursive style.

ANDY NUTTALL

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