

Conditions of Subletting Your Property on Portland Mews

Portland Mews is a well-maintained development consisting of forty apartments. The complex is overseen by Watlands Management Company Ltd, with each shareholder of the company owning an apartment within Portland Mews.

Attracting residents from various age groups and backgrounds, the apartments have fostered a sense of community that ensures the property is consistently cared for and maintained.

When you purchased your property, you signed a Lease Agreement. This is a legal commitment between Adriatic Land 2 (GR2) Ltd (the Freeholder), Watlands Management Company Ltd (the management company) and the individual owner of each apartment (you).

Part II Section 36 (sixth schedule) of the Lease Agreement says:

Not to assign underlet or part with possession of part only of the premises without the consent of the management company.

Previously the management company has experienced difficulties with owners subletting/renting out their property without taking ownership of their responsibilities; this has had a direct impact on resident's quality of life and increased the service charge fee. We do however recognise that there are shareholders who will look after their property, maintain it correctly and sublet to an appropriate tenant.

To safeguard residents and minimise unnecessary expenses for the management company, further conditions have been established to protect all parties involved. Before initiating or continuing the subletting of your property, you are required to accept these additional conditions prior to receiving consent.

Please read the conditions and return a signed copy of this letter agreeing the conditions set. This agreement is also available online at www.portlandmews.co.uk

A key aspect of this agreement is it must be renewed each time there is a change in tenancy, in accordance with your lease agreement.

I formally apply to the management company to sublet my property

I agree to the conditions set out by the management company and understand that consent maybe withdrawn should a breach of the conditions occur.

Name:

Apartment:

Signature:

Conditions of Subletting Your Property on Portland Mews

- 1) A third party approved estate agent should be used to manage the rental of the property throughout the tenancy.
- 2) You must protect the tenants deposit using a government-approved Deposit Protection Scheme (DPS).
- 3) If you hold a mortgage against your property, you must obtain written approval to rent your property. Failing to do so may invalidate your insurance or result in a breach of the lease agreement.
- 4) Part One, point three to twenty one of the sixth Schedule of the lease agreement must be written into or otherwise incorporated into the tenant's contract. (See appendix A)
- 5) The conditions set out in the lease agreement and the management company rules and regulations remain the property owner's responsibility at all times and liability cannot be transferred. In the first instance, the management company will deal with the property owner directly and not a letting agent or tenant.

Should a breach occur by the tenant, it will be YOUR responsibility to resolve the matter. In the same way, should a tenant have any concerns about Portland Mews, they should contact YOU in the first instance and not the Management Company directly.

- 6) The additional rules and regulation set by the Watlands Management Company must be written into or otherwise incorporated into the tenant's contract. (See appendix B)
- 7) An electrical safety certificate (EICR) must be obtained and renewed every five years.
- 8) Smoke detectors must be fitted and located on each floor of the property. Such devices will be checked and tested weekly by the tenant and every 12 months by the landlord or designate.
- 9) The management company reserves the right to revoke permission if a resident reports criminal activity at the property, or if a tenant exhibits abusive or threatening behaviour.
- 10) Domestic abuse and discrimination will not be tolerated by the management company. This includes racism, homophobia, disabilist, sexist or ageist behaviour towards another tenant or any other person.
- 11) The responsibility for the payment of the Service Charge and Ground Rent remains the property owner's responsibilities and cannot be transferred to the tenant.
- 12) Animals, including cats and dogs are not permitted to be kept.
- 13) Apartments will not be sublet to students.
- 14) Parking is only permitted for one vehicle unless agreed directly with the management company (There are only 40 parking spaces & 40 apartments). The allocated parking is any space against the back wall only.
- 15) Storage of vehicles for more than 14 days is not permitted.
- 16) Vans or lettered vehicles are not permitted on Portland Mews or to be left overnight unless otherwise agreed with the management company.
- 17) It is your responsibility to seek permission and renew this agreement each time there is a change in tenant and to update the change in occupancy using the link: www.portlandmews.co.uk/newtenant
- 18) Charges will be applied in accordance with the management companies table of fees.

Management Company Fees 2026

Annual Service Charge	2026 Service Charge which includes, building insurance, external electric for the site, gardening, window cleaning & external building maintenance.	£750
Sale of Property	Charge for administering property sales	£75
Vacant property charge	Additional Insurance fee for properties empty for over 28 days (set by our insurance broker).	£100
Additional Communications Fee	Administration charge for any additional correspondence required after the owner has been made of a complaint but has not resolved the matter.	£35
Waste Removal Charge	Set fee, charged when the management company is required to arrange disposal of waste that has been discarded inappropriately by a tenant.	£50
Sorting of Waste	Watlands Management Company actively supports the Borough Councils waste recycling Scheme. A fee will be charged when it is necessary to sort waste disposed of incorrectly.	£50
Painting of doors & Windows	Payable when tenants have been neglectful/caused unintentional damage to paint work.	£50
Removal of Abandoned vehicle	Charge for legally removing a vehicle abandoned on site. This covers legal advice, vehicle checks, administration costs and vehicle recovery.	£350

Additional charges may apply to unintentional or deliberate acts of damage or cost incurred by the management company to resolve matters in accordance with lease agreement.

The management Company reserve the right to charge additional fees for work incurred by neglect or as a result of a breach of the conditions contained within the lease agreement.