

SPECIAL CONDITIONS

12 Clifton House, Broadway, Cardiff, CF24 1AA

1. The Seller is [REDACTED]
2. The Seller's Solicitors are SB Lawyers Ltd.

Reference: [REDACTED]
Telephone No: 02920467156
Fax No: 02920468522
[REDACTED]
3. The Property is all that Leasehold Property known as 12 Clifton House, Broadway, Cardiff, CF24 1AA registered under title number CYM349416.
4. The Property is sold subject to an Occupation Contract in favour of [REDACTED] dated 4 April 2024.
5. The Buyer shall reimburse the Seller the sum of £2,685.42 in respect of legal fees and disbursements incurred.
6. Service Charges and Occupation Contract Rent shall be apportioned on Completion between the Seller and Buyer.

The electronic official copy of the register follows this message.

Please note that this is the only official copy we will issue. We will not issue a paper official copy.

Mae'r copi swyddogol electronig o'r gofrestr yn dilyn y neges hon.

Sylwch mai hwn yw'r unig gopi swyddogol a ddarparwn. Ni fyddwn yn darparu copi swyddogol papur.



Official copy
of register of
title
Copi
swyddogol o
gofrestr teitl

Title number / Rhif teitl
CYM250280

Edition date / Dyddiad yr
argraffiad 28.02.2019

- This official copy shows the entries on the register of title on 13 APR 2026 at 16:30:09.
- This date must be quoted as the "search from date" in any official search application based on this copy.
- The date at the beginning of an entry is the date on which the entry was made in the register.
- Issued on 13 Apr 2026.
- Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original.
- This title is dealt with by HM Land Registry, Wales Office.
- Mae'r copi swyddogol hwn yn dangos y cofnodion yn y gofrestr teitl ar 13 EBRILL 2026 am 16:30:09.
- Rhaid dyfynnu'r dyddiad hwn fel y "dyddiad y chwilir ohono" mewn unrhyw gais am chwiliad swyddogol sy'n seiliedig ar y copi hwn.
- Y dyddiad ar ddechrau cofnod yw'r dyddiad y gwnaethpwyd y cofnod yn y gofrestr.
- Cyhoeddwyd ar 13 Ebrill 2026.
- Dan adran 67 Deddf Cofrestru Tir 2002, mae'r copi hwn yn dderbyniol fel tystiolaeth i'r un graddau â'r gwreiddiol.
- Gweinyddir y teitl hwn gan Gofrestrfa Tir EF Swyddfa Cymru.

A: Property Register / Cofrestr Eiddo

This register describes the land and estate comprised in the title.

Mae'r gofrestr hon yn disgrifio'r tir a'r ystad a gynhwysir yn y teitl.

CARDIFF/CAERDYDD

- 1 The Freehold land shown edged with red on the plan of the above Title filed at the Registry and being Clifton Mews, Broadway, Cardiff.
- 2 The land tinted pink on the title plan has the benefit of the rights granted by but is subject to the exceptions and reservations contained in a Conveyance thereof and other land dated 17 July 1978 made between (1) Henry Lougher Knight and Royal Exchange Assurance and (2) Charles Hickling Warner.
NOTE: Original filed under WA105381.
- 3 (30.09.2005) The land tinted mauve on the title plan has the benefit of the rights reserved by a Transfer of 94 Newport Road dated 28 September 2005 made between (1) [REDACTED] and (2) [REDACTED].
NOTE: Copy filed under CYM252715.
- 4 (21.02.2019) The registered estate in this title has determined on disclaimer by the Treasury Solicitor on 19 February 2019 pursuant to section 1013 of the Companies Act 2006.

A: Property Register continued / Parhad o'r gofrestr eiddo

NOTE: Copy disclaimer filed.

B: Proprietorship Register / Cofrestr Perchnogaeth

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Mae'r gofrestr hon yn nodi'r math o deitl ac yn enwi'r perchennog. Mae'n cynnwys unrhyw gofnodion sy'n effeithio ar yr hawl i waredu.

Title absolute/Teitl llwyr

- 1 PROPRIETOR: TRIBUTE HOMES (BROADWAY) LIMITED (Co. Regn. No. 05354681) of 5 St Andrews Crescent, Cardiff CF10 3DA.

C: Charges Register / Cofrestr Arwystlon

This register contains any charges and other matters that affect the land.

Mae'r gofrestr hon yn cynnwys unrhyw arwystlon a materion eraill sy'n effeithio ar y tir.

- 1 The land hatched blue on the title plan is subject to the rights reserved by a Conveyance thereof and other land dated 10 August 1978 made between (1) Henry Lougher Knight and Royal Exchange Assurance (Vendor) and (2) [REDACTED].

NOTE: Original filed under WA109539.

- 2 A Conveyance of the land tinted yellow and tinted blue on the title plan dated 4 December 1979 made between (1) Henry Lougher Knight and Royal Exchange Assurance (Vendors) and (2) [REDACTED] (Purchaser) contains the following covenants:-

"THE Purchaser hereby covenants with the Vendors to the intent that the burden of this covenant may run with and bind the property hereby conveyed and to the intent that the benefit of the same may be annexed to and run with each and every part of the Stacey Estate now remaining in the freehold ownership of the Vendors and capable of being benefited not to use or permit to be used the property hereby conveyed or any part thereof for any other purpose than as a vehicle sales depot and curtilage Provided Always and it is hereby agreed between the parties hereto that the Vendors and their successors in title the owner or owners for the time being of the part or parts of the Stacey Estate of which the freehold remains for the time being unsold shall have power from time to time by any deed or deeds or in writing under his or their hand or hands to waive vary or release the covenant hereinbefore contained Provided Also that nothing herein contained shall be deemed to imply the existence of a building scheme or other scheme of development."

- 3 The land tinted yellow and tinted blue on the title plan is subject to the following rights reserved by the Conveyance dated 4 December 1979 referred to above:-

"EXCEPT AND RESERVED unto the Vendors and their successors in title and lessees and to all other persons entitled thereto full right and liberty to pass and repass with or without vehicles at all times and for all purposes over across and along the said part of the said land coloured green on the said plan

THERE shall be EXCEPTED AND RESERVED unto the Vendors in fee simple the following rights and easements

(A) The right of support from the property hereby conveyed including the existing buildings thereof as at present enjoyed by the adjoining property of the Vendors

C: Charges Register continued / Parhad o'r gofrestr arwystlon

(B) The right of the access of light and air to the buildings or any part thereof now comprised in adjoining or neighbouring property of the Vendors

(C) The right to the full and free passage for all reasonable purposes connected with the adjoining and neighbouring property of the Vendors of water soil sewage smoke fumes gas and other piped fuels along and through all watercourses sewers drains channels pipes and other installations comprised in the property hereby conveyed and now serving such adjoining or neighbouring property of the Vendors with power at all reasonable times to repair renew maintain and cleanse the same

(D) The right to the full use for all reasonable purposes connected with the adjoining or neighbouring property of the Vendors of all cables wires and other conductors and installations comprised in the property hereby conveyed for the supply of electricity for the telephone and for the receipt directly or by landline of visual or other wireless transmissions with power at all reasonable times to repair renew and maintain the same."

NOTE: The land coloured green referred to is tinted blue on the title plan.

- 4 (21.03.2006) By a Deed dated 24 August 2005 made between (1) Richard Henry Knight and Charles Henry Knight and (2) David Christopher Tilbury the covenants contained in the Conveyance dated 4 December 1979 referred to above were expressed to be released.

NOTE: Copy filed under WA144236.

- 5 (14.05.2007) The parts of the land affected thereby are subject to the leases set out in the schedule of leases hereto.
The leases grant and reserve easements as therein mentioned.

Schedule of notices of leases Atodlen prydlesai a nodwyd

	Registration date and plan ref. Dyddiad cofrestru	Property description Disgrifiad eiddo	Date of lease and term Dyddiad a hyd	Lessee's title Teitl y prydlesai
1	14.05.2007 (part of) Numbered 1 in blue	Flat 10 Clifton Mews (second floor flat)	27.04.2007 125 years from 1.1.2006	CYM346867
2	14.05.2007 (part of) Numbered 1 in blue: Numbered 2 in blue	Flat 6 Clifton Mews (first floor flat) : parking space	27.04.2007 125 years from 1.1.2006	CYM346871
3	14.05.2007 (part of) Numbered 1 in blue	Flat 14 Clifton Mews (third floor flat)	02.05.2007 125 years from 1.1.2006	CYM346874
4	31.05.2007 (part of) Numbered 1 in blue: Numbered 3 in blue	Flat 4 Clifton Mews (ground floor flat): parking space	27.04.2007 125 years from 1.1.2006	CYM349409
5	31.05.2007 (part of) Numbered 1 in blue :	Flat 2 Clifton Mews (ground floor flat) : parking space	02.05.2007 125 years from 1.1.2006	CYM349410

Schedule of notices of leases continued

Parhad o'r Atodlen prydlesai a nodwyd

	Registration date and plan ref. Dyddiad cofrestru Numbered 4 in blue	Property description Disgrifiad eiddo	Date of lease and term Dyddiad a hyd	Lessee's title Teitl y prydlesai
6	31.05.2007 (part of) Numbered 1 in blue : Numbered 5 in blue	Flat 1 Clifton Mews (ground floor flat): parking space	27.04.2007 125 years from 1.1.2006	CYM349411
7	31.05.2007 (part of) Numbered 1 in blue	Flat 11 Clifton Mews (second floor flat)	27.04.2007 125 years from 1.1.2006	CYM349412
8	31.05.2007 (part of) Numbered 1 in blue : Numbered 6 in blue	Flat 5 Clifton Mews (First Floor Flat) : parking space	02.05.2007 125 years from 1.1.2006	CYM349413
9	31.05.2007 (part of) Numbered 1 in blue : Numbered 7 in blue	Flat 8 Clifton Mews (First Floor Flat) : parking space	27.04.2007 125 years from 1.1.2006	CYM349414
10	31.05.2007 (part of) Numbered 1 in blue : Numbered 8 in blue	Flat 7 Clifton Mews (First Floor Flat) : parking space	27.04.2007 125 years from 1.1.2006	CYM349415
11	31.05.2007 (part of) Numbered 1 in blue	Flat 12 Clifton Mews (Second Floor Flat)	02.05.2007 125 years from 1.1.2006	CYM349416
12	12.06.2007 (part of) Numbered 1 in blue	Flat 9 Clifton Mews (Second Floor Flat)	02.05.2007 125 years from 1.1.2006	CYM351059
13	12.06.2007 (part of) Numbered 1 in blue	Flat 13 Clifton Mews (third floor flat)	27.04.2007 125 years from 1.1.2006	CYM351060
14	18.06.2007 (part of) Numbered 1 in blue : Numbered 9 in blue	Flat 3 Clifton Mews (Ground floor flat) : parking space	27.04.2007 125 years from 1.1.2006	CYM351826

End of register / Diwedd y gofrestr

These are the notes referred to on the following official copy

Dyma'r nodiadau y cyfeirir atynt ar y copi swyddogol canlynol.

The electronic official copy of the title plan follows this message.

Mae'r copi swyddogol electronig o'r cynllun teitl yn dilyn y neges hon.

Please note that this is the only official copy we will issue. We will not issue a paper official copy.

Sylwch mai hwn yw'r unig gopi swyddogol a ddarparwn. Ni fyddwn yn darparu copi swyddogol papur.

This official copy was delivered electronically and when printed will not be to scale. You can obtain a paper official copy by ordering one from HM Land Registry.

Anfonwyd y copi swyddogol hwn yn electronig a phan gaiff ei argraffu ni fydd wrth raddfa. Gallwch gael copi swyddogol papur trwy archebu un o Gofrestrfa Tir EF.

This official copy is issued on 13 April 2026 shows the state of this title plan on 13 April 2026 at 16:30:09. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002). This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground.

Mae'r copi swyddogol hwn a gyhoeddir ar 13 Ebrill 2026 yn dangos sefyllfa'r cynllun teitl hwn ar 13 Ebrill 2026 am 16:30:09. Mae'n dderbyniol fel tystiolaeth i'r un graddau â'r gwreiddiol (adran 67 Deddf Cofrestru Tir 2002). Mae'r cynllun teitl hwn yn dangos safle cyffredinol, nid union linell, y terfynau. Gall fod gwyriadau yn y raddfa. Mae'n bosibl na fydd mesuriadau wedi eu graddio o'r cynllun hwn yn cyfateb â mesuriadau rhwng yr un pwyntiau ar y llawr.

This title is dealt with by the HM Land Registry, Wales Office .

Gweinyddir y teitl hwn gan Gofrestrfa Tir EF Swyddfa Cymru.

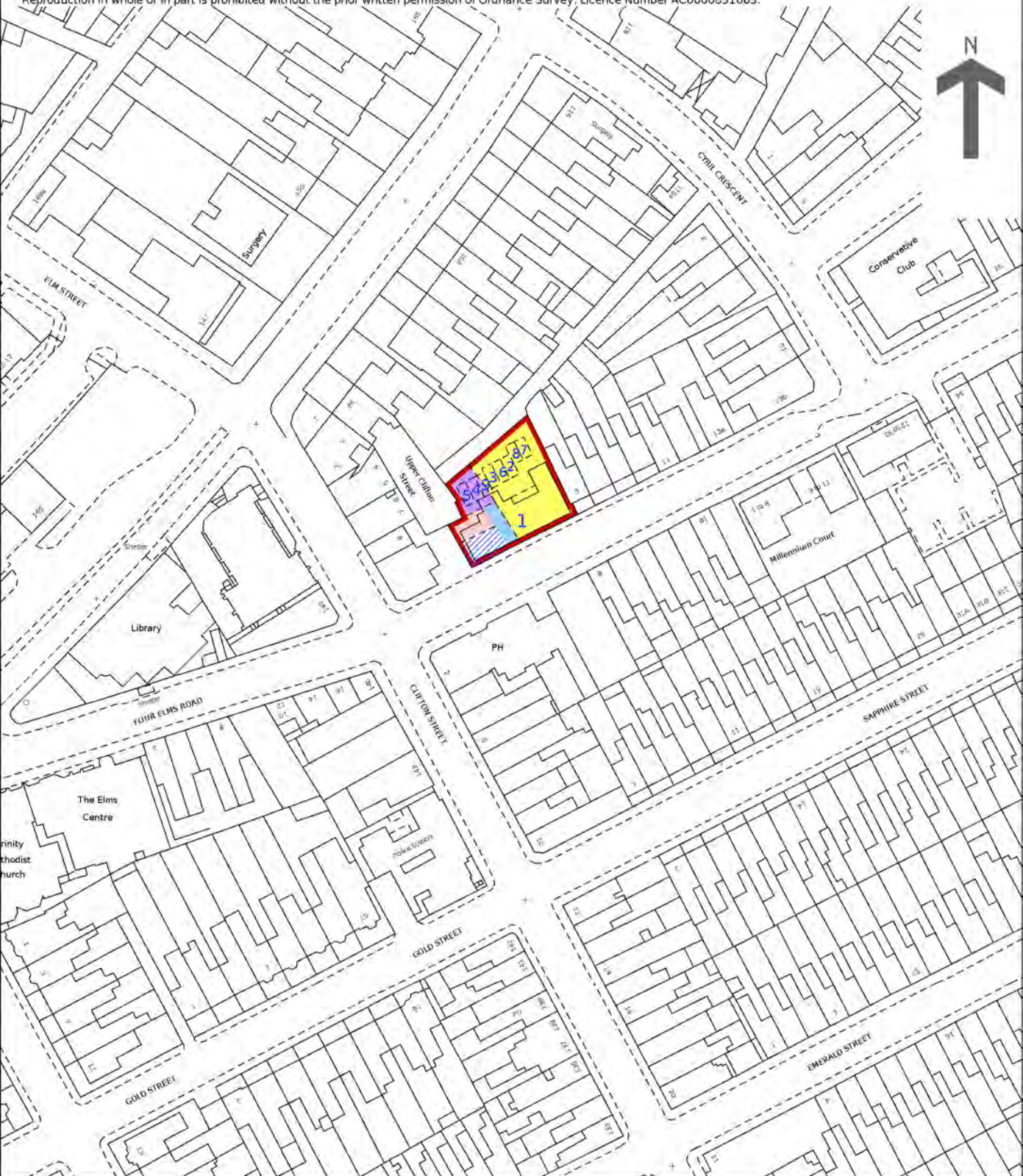
HM Land Registry

Official copy of title plan

Title number **CYM250280**
Ordnance Survey map reference **ST1977SE**
Scale **1:1250**
Administrative area **Cardiff / Caerdydd**



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Official copy
of register of
title
Copi
swyddogol o
gofrestr teitl

Title number / Rhif teitl
CYM349416

Edition date / Dyddiad yr
argraffiad 24.04.2026

- This official copy shows the entries on the register of title on 30 Apr 2026 at 11:05:09.
- This date must be quoted as the "search from date" in any official search application based on this copy.
- The date at the beginning of an entry is the date on which the entry was made in the register.
- Issued on 30 Apr 2026.
- Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original.
- This title is dealt with by HM Land Registry Wales Office.
- Mae'r copi swyddogol hwn yn dangos y cofnodion yn y gofrestr teitl ar 30 Ebrill 2026 am 11:05:09.
- Rhaid dyfynnu'r dyddiad hwn fel y "dyddiad y chwilir ohono" mewn unrhyw gais am chwiliad swyddogol sy'n seiliedig ar y copi hwn.
- Y dyddiad ar ddechrau cofnod yw'r dyddiad y gwnaethpwyd y cofnod yn y gofrestr.
- Cyhoeddwyd ar 30 Ebrill 2026.
- Dan adran 67 Deddf Cofrestru Tir 2002, mae'r copi hwn yn dderbyniol fel tystiolaeth i'r un graddau â'r gwreiddiol.
- Gweinyddir y teitl hwn gan Gofrestrfa Tir EF Swyddfa Cymru.

A: Property Register / Cofrestr eiddo

This register describes the land and estate comprised in the title. Except as mentioned below, the title includes any legal easements granted by the registered lease but is subject to any rights that it reserves, so far as those easements and rights exist and benefit or affect the registered land.

Mae'r gofrestr hon yn disgrifio'r tir a'r ystad a gynhwysir yn y teitl. Ac eithrio yr hyn a nodir isod, mae'r teitl yn cynnwys unrhyw hawddfreintiau cyfreithiol a roddir gan y brydles gofrestredig ond mae'r ddarostyngedig i unrhyw hawliau a gedwir ganddi, i'r graddau y mae'r hawddfreintiau a'r hawliau hynny'n bodoli ac o fudd i'r tir cofrestredig neu'n effeithio arno.

CARDIFF/CAERDYDD

- 1 (31.05.2007) The Leasehold land shown edged with red on the plan of the above Title filed at the Registry and being 12, Clifton House, Broadway, Cardiff (CF24 1AA).

NOTE: Only the second floor flat is included in the title.

- 2 (31.05.2007) Short particulars of the lease(s) (or under-lease(s)) under which the land is held:
Date : 2 May 2007
Term : 125 years from 1.1.2006

A: Property Register continued / Parhad o'r gofrestr eiddo

Parties : (1) Tribute Homes Broadway Limited
(2) Maindee Management Company
(3) [REDACTED]

- 3 (31.05.2007) The title includes any legal easements referred to in clause LR11.1 of the registered lease but is subject to any rights that are granted or reserved by the lease and affect the registered land.
- 4 (31.05.2007) There are excepted from the effect of registration all estates, rights, interests, powers and remedies arising upon, or by reason of, any dealing made in breach of the prohibition or restriction against dealings therewith inter vivos contained in the Lease.
- 5 (31.05.2007) The landlord's title is registered.
- 6 (26.02.2019) The freehold registered estate has determined on disclaimer by the Treasury Solicitor on 19 February 2019 pursuant to section 1013 of the Companies Act 2006 but the entries relating to the estate continue in the register.

NOTE: Copy disclaimer filed under CYM250280.

B: Proprietorship Register / Cofrestr Perchnogaeth

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Mae'r gofrestr hon yn nodi'r math o deitl ac yn enwi'r perchennog. Mae'n cynnwys unrhyw gofnodion sy'n effeithio ar yr hawl i waredu.

Title absolute/Teitl llwyr

- 1 (31.05.2007) PROPRIETOR: [REDACTED]
[REDACTED]
- 2 [REDACTED].
- 3 (31.05.2007) RESTRICTION: No disposition of the registered estate by the proprietor of the registered estate is to be registered without a written consent signed by the proprietor for the time being of the Charge dated 2 May 2007 in favour of Siberite Mortgages Limited referred to in the Charges Register.

C: Charges Register / Cofrestr Arwystlon

This register contains any charges and other matters that affect the land.

Mae'r gofrestr hon yn cynnwys unrhyw arwystlon a materion eraill sy'n effeithio ar y tir.

- 1 (31.05.2007) A Conveyance of the freehold estate in the land in this title and other land and other land dated 4 December 1979 made between (1) Henry Lougher Knight and Royal Exchange Assurance (Vendors) and (2) Daniel Whelan (Purchaser) contains the following covenants:-

"THE Purchaser hereby covenants with the Vendors to the intent that the burden of this covenant may run with and bind the property hereby conveyed and to the intent that the benefit of the same may be annexed to and run with each and every part of the Stacey Estate now remaining in the freehold ownership of the Vendors and capable of being benefited not to use or permit to be used the property hereby conveyed or any part thereof for any other purpose than as a vehicle sales depot and curtilage Provided Always and it is hereby agreed between the parties hereto that the Vendors and their successors in title the owner or owners for the time being of the part or parts of the Stacey Estate of which the free hold remains for the time being unsold shall have power from time to time by any deed or deeds or in writing under his or their hand or hands to waive vary or release the covenant hereinbefore

C: Charges Register continued / Parhad o'r gofrestr arwystlon

contained Provided Also that nothing herein contained shall be deemed to imply the existence of a building scheme or other scheme of development"

- 2 (31.05.2007) The land is subject to the the following rights reserved by the Conveyance dated 4 December 1979 referred to above:-

"THERE shall be EXCEPTED AND RESERVED unto the Vendors in fee simple the following rights and easements

.....
..

(C) The right to the full and free passage for all reasonable purposes connected with the adjoining and neighbouring property of the Vendors of water soil sewage smoke fumes gas and other piped fuels along and through all watercourses sewers drains channels pipes and other installations comprised in the property hereby conveyed and now serving such adjoining or neighbouring property of the Vendors with power at all reasonable times to repair renew maintain and cleanse the same

(D) The right to the full use for all reasonable purposes connected with the adjoining or neighbouring property of the Vendors of all cables wires and other conductors and installations comprised in the property hereby conveyed for the supply of electricity for the telephone and for the receipt directly or by landline of visual or other wireless transmissions with power at all reasonable times to repair renew and maintain the same"

- 3 (31.05.2007) By a Deed dated 24 August 2005 made between (1) [REDACTED] the covenants contained in the Conveyance dated 4 December 1979 referred to above were expressed to be released.

NOTE: Copy filed under WA144236.

- 4 (31.05.2007) REGISTERED CHARGE dated 2 May 2007.
- 5 (16.07.2019) Proprietor: SIBERITE MORTGAGES LIMITED (Co. Regn. No. 11416218) of PO Box 122, Skipton, BD23 9FP.

End of register / Diwedd y gofrestr

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Gweinyddir y teitl hwn gan Gofrestrfa Tir EF Swyddfa Cymru.

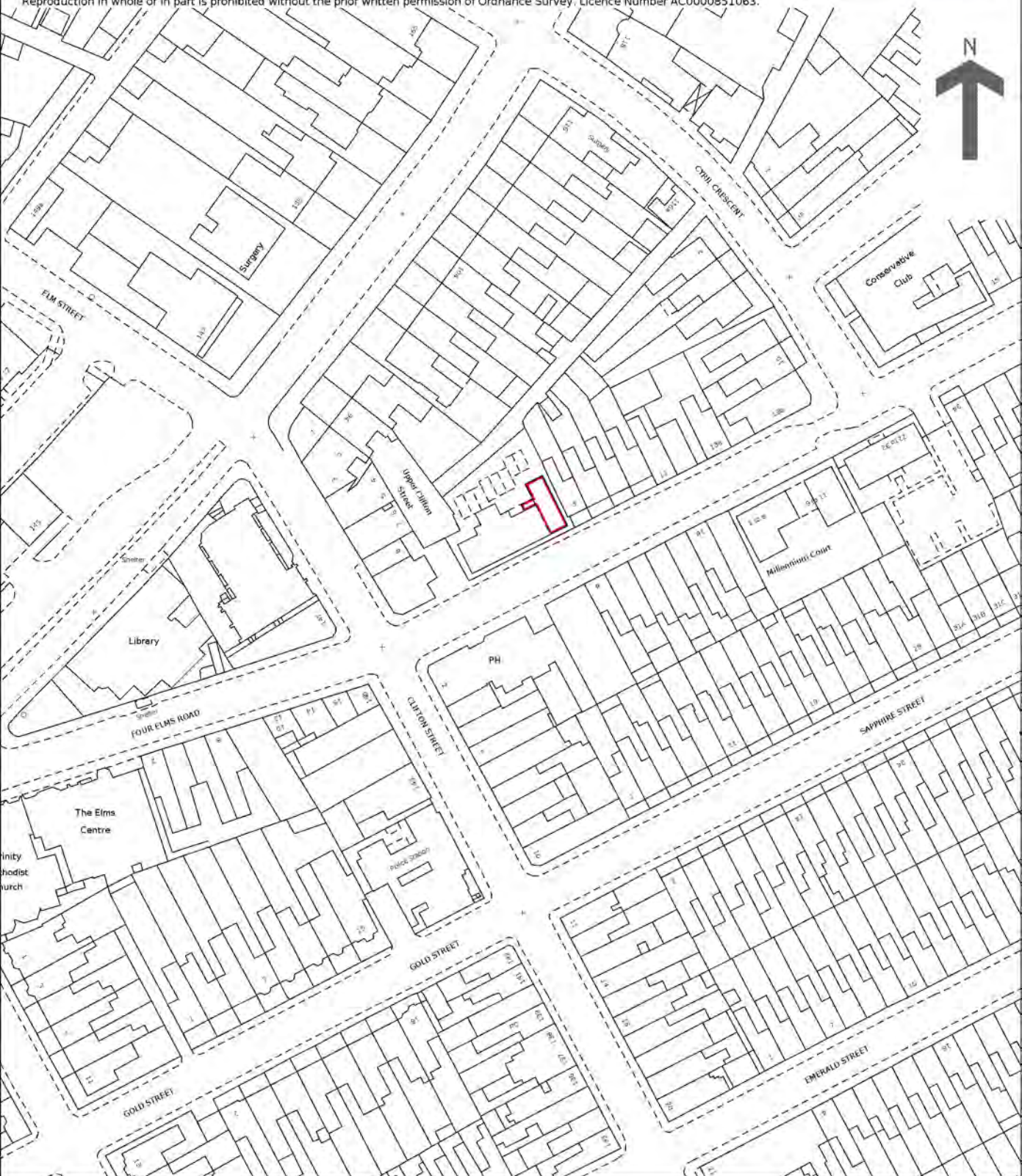
HM Land Registry

Official copy of title plan

Title number **CYM349416**
Ordnance Survey map reference **ST1977SE**
Scale **1:1250**
Administrative area **Cardiff / Caerdydd**



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Title Number CYM349416

The electronic official copy of the document follows this message.

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Please note that this is the only official copy we will issue. We will not issue a paper official copy.

**HM LAND REGISTRY
LAND REGISTRATION ACTS 1925 to 1986**

County and district of CARDIFF
Title number WA144236
Property 1 and 1A BROADWAY ROATH CARDIFF

THIS DEED OF RELEASE is made the 24th day of August 2005

BETWEEN:

- (1) [REDACTED] ('the Trustees')
(2) [REDACTED] of 1 [REDACTED] ('the Owner')

NOW THIS DEED WITNESSES as follows:

1 Definitions

In this deed unless the context otherwise requires the following words and expressions have the following meanings:

- 1.1 'the Conveyance' means a Conveyance dated 4th December 1979 and made between (1) Henry Lougher Knight and Royal Exchange Assurance and (2) Daniel Whelan
1.2 'the Property' means the land conveyed by and more particularly described in the Conveyance and now registered at HM Land Registry under Title WA144236
1.3 'the Covenant' means the covenant in the Conveyance not to use the Property for any purpose other than as a vehicle sales depot and curtilage.
1.4 "the Trustees" are the present trustees of the Stacey Estate and have full power to vary the covenant contained in the Conveyance.

2 Recitals

- 2.1 By the transfer the Property was conveyed subject to the Covenant which was taken for the benefit of the Stacey Estate's adjoining land.
2.2 The Owner is now the registered proprietor of the Property
2.3 The Trustees have agreed to release the Covenant in the following manner

3 Release

In consideration of the sum of £21,000.00 (twenty one thousand pounds) paid to the Trustees (receipt of which is hereby acknowledged) the Trustees release the Owners and their successors in title and the Property and each and every part of it from the Covenant.

4 Conveyance to continue otherwise

The parties expressly agree and declare that except for this present release the Conveyance is to continue in full force and effect in all other respects.

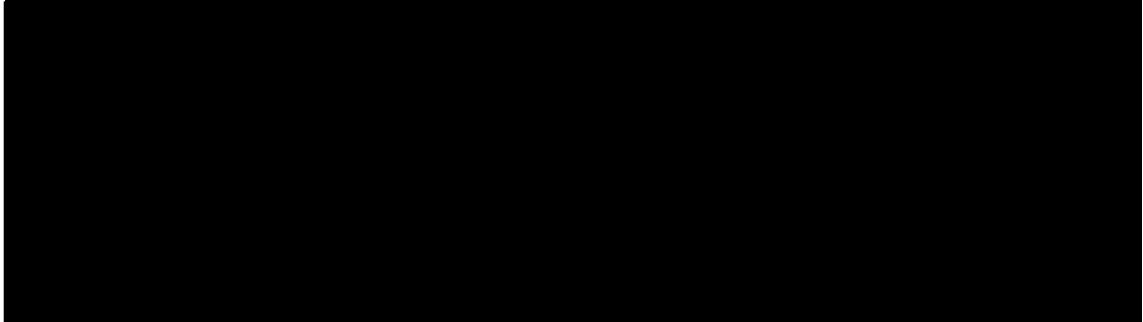
5. It is certified that the transaction effected does not form part of a larger transaction or a series of transactions in respect of which the amount or value or the aggregate amount or value of the consideration exceeds the sum of £60,000.

IN WITNESS whereof the parties have hereunto executed this document as their
Deed the day and the year first before written

SIGNED as a DEED by the said



SIGNED as a DEED by the said



SIGNED as a DEED by the said



Witness Name:

Address:

Occupation:

**HM LAND REGISTRY
LAND REGISTRATION ACTS 1925 to 1986**

County and district of CARDIFF

Title number WA144236

Property 1 and 1A BROADWAY ROATH CARDIFF

THIS DEED OF RELEASE is made the 24th day of August 2005

BETWEEN:

(1)

(2)

NOW THIS DEED WITNESSES as follows:

1 Definitions

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- 2.1 By the transfer the Property was conveyed subject to the Covenant which was taken for the benefit of the Stacey Estate's adjoining land.
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4 Conveyance to continue otherwise

The parties expressly agree and declare that except for this present release the Conveyance is to continue in full force and effect in all other respects.

- 5. It is certified that the transaction effected does not form part of a larger transaction or a series of transactions in respect of which the amount or value or the aggregate amount or value of the consideration exceeds the sum of £60,000.

IN WITNESS whereof the parties have hereunto executed this document as their
Deed the day and the year first before written

SIGNED as a DEED by the said

[Redacted signature]

Secretary

SIGNED as a DEED by the said

[Redacted signature]

[Redacted signature]

SIGNED as a DEED by the said

[Redacted signature]

Witness Name:
Address:
Occupation:

HW.MSS.CW.50374.0013

Our Ref
Your Ref

6 Park Place,
Cardiff,
CF10 3RS

DX 33039 Cardiff.

Tel: 029 20237777
Fax: 029 20389263

e-mail:- law@robsols.co.uk

17 February 2006

Dear Steve

1 & 1A Broadway and Land on the north side of Broadway

I refer to our telephone conversation of earlier today and enclose Form AP1 in respect of the registration of the Deed of Release of covenant which was lodged with my colleague's application but was not registered against title WA144236.

I look forward to receiving completed registration shortly.

As always thank you for your assistance.

Kind regards.

Yours sincerely

ROBERTSONS

HMLR 17.2.06_50374.0013_36

Partners
D.F. Paddison
C.F. Hart *LL*
M.H. Williams *LL*
R.A. Lloyd *LL*
I.M. Williams *LL*
A.W. Reynolds *LL*
G. Williams *LL*
A.M. Humphreys *LL*
L.E.L. Hallinan *LL*
Consultants
J. Heimer *LL*
P. Weber
Partnership Secretary
J. Harris

Also at 24 Buttrills Road, Barry, CF62 8EF. Telephone 01446 745660

Regulated by the Law Society

Robertsons
solicitors · cyfreithwyr

Our Ref:
Your Ref:

MHW.MSS.CW.50374.0013

6 Park Place,
Cardiff,
CF10 3RS

DX 33039 Cardiff.

Tel: 029 20237777
Fax: 029 20389263

e-mail:- law@robsols.co.uk

15 March 2006

BY FAX: 01792 355055

1 & 1A Broadway and Land on the north side of Broadway

Following our telephone conversation of earlier today, I enclose a copy of my letter of 17th February 2006 where my application to register the Deed of Release of Covenant was enclosed. It transpires that you did not receive my letter together with the application and a further copy of my application is enclosed to facilitate you completing the registration. The original Deed was forwarded with my letter of 17th February.

I would be grateful if you could deal with this promptly.

Kind regards.

Yours sincerely



**MUIREANN SHEEDY
ROBERTSONS**

LRFW 15.3.06_50374.0013_37

Partners
D.F. Paddison
C.F. Hart esq
M.H. Williams esq
R.A. Lloyd esq
J.M. Williams esq
A.W. Reynolds esq
G. Williams esq
A.M. Humphreys esq
L.E.L. Hallinan esq
Consultants
J. Hermer esq (Cantab)
P. Weber
Partnership Secretary
J. Harris

Also at 2/4 Buttrills Road, Barry. CF62 8EF. Telephone 01446 745660

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Fax: 029 20389263

e-mail: law@robsols.co.uk

The District Land Registry for Wales
DX 82800
SWANSEA 2

13 February 2006

FAX 01792 355055

Dear Sirs

CYM208202 – Transfer dated 24th August 2005
WA144236, WA58085 and CYM208202 – Transfer dated 17th October 2005

We write with reference to the above and note that despite numerous assurances, we have yet to hear from you with confirmation that our client's applications have been completed.

We look forward to hearing from you as soon as possible.

Yours faithfully


ROBERTSONS

DLR13.02.06_50374.0013_33

Stenc.
D/RS

Partners
D.F. Paddison
C.F. Hart LLB
M.H. Williams LLB
R.A. Lloyd LLB
I.M. Williams LLB
A.W. Reynolds LLB
G. Williams ESC
A.M. Humphreys LLB
L.E.L. Hallinan LLB
Consultants
J. Hermer MA (Crest)
P. Weber
Partnership Secretary
J. Harris

Also at 2/4 Buttrills Road, Barry. CF62 8EF. Telephone 01446 745560

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Robertsons

solicitors · cyfreithwyr

Our Ref: MHW.MSS.AL.50374.0013
Your Ref:

6 Park Place,
Cardiff,
CF10 3RS

DX 33039 Cardiff.

Tel: 029 20237777
Fax: 029 20389283

e-mail: law@robsols.co.uk

The District Land Registry for Wales
DX 82800
SWANSEA 2

13 February 2006

FAX 01792 355055

Dear Sirs

UG 185 S. Murray m/o 42
Steve Murray TP 214. 5TB
CYM208202 – Transfer dated 24th August 2005

WA144236, WA58085 and CYM208202 – Transfer dated 17th October 2005

We write with reference to the above and note that despite numerous assurances, we have yet to hear from you with confirmation that our client's applications have been completed.

We look forward to hearing from you as soon as possible.

Yours faithfully


ROBERTSONS

DLR13.02.06_50374.0013_33

Partners
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A.W. Reynolds
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Consultants
J. Hermer (emeritus)
P. Weber
Partnership Secretary
J. Harris

Also at 24 Buttrills Road, Barry. CF62 8EF. Telephone 01446 745680

Regulated by the Law Society

13 FEB 2006 14:35

PAGE.01

These are the notes referred to on the following official copy

Title Number CYM349416

The electronic official copy of the document follows this message.

This copy may not be the same size as the original.

Please note that this is the only official copy we will issue. We will not issue a paper official copy.

DATED 2 May

2008 7



SEQ181

TRIBUTE HOMES BROADWAY LIMITED (1)

and

MAINDEE MANAGEMENT LIMITED (2)

and



We hereby certify this to be
a true copy of the original

Blakemores Solicitors

LEASE

of

FLAT 12 CLIFTON MEWS
BROADWAY
CARDIFF

LR1. Date of Lease	
LR2. Title Number(s)	LR2.1 Landlord's Title Number(s) <i>Title number(s) out of which this lease is granted. Leave blank if not registered.</i> WA144236 CYM250280 WA528085 LR2.2 Other Title Numbers <i>Existing title number(s) against which entries of matters referred to in LR9, LR10, LR11 and LR13 are to be made.</i> None
LR3. Parties to the Lease <i>Give full names, addresses and company's registered number, if any, of each of the parties. For Scottish companies use a SC prefix and for limited liability partnerships use an OC prefix. For foreign companies give territory in which incorporated.</i>	Landlord TRIBUTE HOMES BROADWAY LIMITED whose registered office is situate at 5 St. Andrews Crescent, Cardiff, CF10 3DA (Company Registration Number 05354681) Tenant [REDACTED] Manager MAINDEE MANAGEMENT COMPANY whose registered office is at 5 St. Andrews Crescent, Cardiff, CF10 3DA <i>Specify capacity of each party, for example "management company", "guarantor" etc</i>
LR4. Property <i>Insert a full description of the land being leased or Refer to the clause, schedule or paragraph of a schedule in this lease in which the land being leased is more fully described.</i> <i>Where there is a letting of part of a registered title, a plan must be attached to this lease and any floor levels must be specified</i>	In the case of a conflict between this clause and the remainder of this Lease then, for the purposes of registration, this clause shall prevail. As described in the First Schedule hereto
LR5. Prescribed statements etc. <i>If this lease includes a statement falling within LR5.1, insert under that sub-clause the relevant statement or refer to the clause, schedule or paragraph or a schedule in this lease which contains the statement..</i> <i>In LR5.2, omit or delete those Acts which do not apply to this lease.</i>	LR5.1 Statements prescribed under rules 179 (dispositions in favour of a charity), 180 (dispositions by a charity) or 196 (leases under the Leasehold Reform, Housing and Urban Development Act 1993) of the Land Registration Rules 2003. None

	LR5.2 None
LR6. Terms for which the Property is Leased <i>Include only the appropriate statement (duly completed) from the three options.</i> <i>NOTE: The information you provide, or refer to, here will be used as part of the particulars to identify the lease under rule 6 of the Land Registration Rules 2003.</i>	The term is as follows: 125 years from the 1 st January 2006
LR7. Premium <i>Specify the total premium, inclusive of any VAT where payable</i>	£110,000.00
LR8. Prohibitions or restrictions on disposing of this Lease <i>Include whichever of the two statements is appropriate.</i> Do not set out here the wording of the provision.	This Lease contains a provision that prohibits or restricts dispositions.
LR9. Rights of acquisition etc. <i>Insert the relevant provisions in the sub-clauses or refer to the clause, schedule or paragraph of a schedule in this lease which contains the provisions.</i>	LR9.1 Tenant's contractual rights to renew this Lease, to acquire the reversion or another Lease of the Property, or to acquire an interest in other land. None LR9.2 Tenant's covenant to (or suffer to) surrender this Lease None LR9.3 Landlord's contractual rights to acquire this Lease None
LR10. Restrictive covenants given in this Lease by the Landlord in respect of land other than the Property <i>Insert the relevant provisions or refer to the clause, schedule or paragraph of a schedule in this lease which contains the provisions.</i>	None

LR11. Easements <i>Refer here only to the clause, schedule or paragraph of a schedule in this lease which sets out the easements.</i>	LR11.1 Easements granted by this Lease for the benefit of the Property Second Schedule LR11.2 Easements granted or reserved by this Lease over the Property for the benefit of other property Third Schedule
LR12. Estate rentcharge burdening the Property <i>Refer here only to the clause, schedule or paragraph of a schedule in this lease which sets out the rentcharge.</i>	None
LR13. Application for standard form of restriction <i>Set out the full text of the standard form of restriction and the title against which it is to be entered. If you wish to apply for more than one standard form of restriction use this clause to apply for each of them, tell us who is applying against which title and set out the full text of the restrictions you are applying for.</i> <i>Standard forms of restriction are set out in Schedule 4 to the Land Registration Rules 2003.</i>	The Parties to this Lease apply to enter the following standard form of restriction (against the title of the Property) No disposition of the registered estate (other than a charge) by the proprietor of the registered estate or by the proprietor of any registered charge is to be registered without a written consent on behalf of Maindee Management Limited (Company registration number 53651292) whose registered office is at 5 St. Andrews Crescent, Cardiff CF10 3DA by an authorised signatory.
LR14. Declaration of trust where there is more than one person comprising the Tenant <i>If the Tenant is one person, omit or delete all the alternative statements.</i> <i>If the Tenant is more than one person, complete this clause by omitting or deleting all inapplicable alternative statements</i>	The Tenant is more than one person. They are to hold the Property on trust for themselves as joint tenants OR The Tenant is more than one person. They are to hold the Property on trust for themselves as tenants in common in equal shares OR The Tenant is more than one person. They are to hold the Property on trust <i>complete as necessary</i>

H.M. LAND REGISTRY
LAND REGISTRATION ACT 2002

LEASE OF PART

COUNTY AND DISTRICT : **CARDIFF**
TITLE NUMBER : **WA144236 CYM250280 WA528085**
PROPERTY : **CLIFTON MEWS BROADWAY CARDIFF**
DATE :

Particulars

- 1. Landlord** : **TRIBUTE HOMES BROADWAY LIMITED** whose registered office is at 5 St Andrews Crescent Cardiff CF10 3DA and includes the person for the time being entitled to the reversion immediately expectant upon the term granted by this lease.
- 2. Tenant** : [REDACTED] and includes the person for the time being entitled to the term hereby granted and where the Tenant is more than one person all covenants and agreements on the part of the Tenant herein contained shall be deemed to have been made jointly and severally by all such persons constituting the Tenant.
- 3. Management Company** : **MAINDEE MANAGEMENT LIMITED** (Company Registration Number 5365192) whose registered office is at 5 St Andrews Crescent Cardiff CF10 3DA
- 4. Premium** : **ONE HUNDRED AND TEN THOUSAND POUNDS (£110,000.00)**
- 5. Term** : **125 years from the 1st January 2006**
- 6. Demised Premises** : **Plot 12 Clifton Mews Broadway Cardiff including the parking space (if any) and more particularly described in the First Schedule**
- 7. Ground Rent** : **£150.00 per annum (subject to review)**

WHEREAS:

- (a) The Landlord has previously granted leases of or intends hereafter to grant leases of the Flats (other than the Demised Premises) forming part of the Buildings each with parking space as separate and distinct properties and the Landlord has in every such lease imposed and intends in every future lease to impose the obligations set out in the Fourth and the Seventh Schedules to the intent that the tenant for the time being of any one of the Flats may enforce the observance by the tenant of any other of the Flats of the covenants in the form set out in the Fourth Schedule
- (b) The Landlord has agreed to grant to the Tenant a lease of the Demised Premises for the consideration at the rent and on the terms and conditions set out in this lease and the Management Company has agreed to join in this lease
- (c) The Management Company has been incorporated for the purposes of managing and maintaining the Common Parts

1. Meanings

In this lease and its schedules the following words and phrases shall have the following meanings:

- 1.1 **"the Accessways"** means any pedestrian ways forecourts or drives entrances halls staircases landings or corridors now or hereafter constructed within the Development
- 1.2 **"the Block"** means the block of flats of which the Demised Premises forms part
- 1.3 **"the Buildings"** means the blocks comprising self-contained flats and such other buildings as are erected on the Development
- 1.4 **"the Common Parts"** means the main structures of the Buildings, the external areas, the Estate Service Installations and all other parts of the Development other than the Demised Premises and the corresponding parts of the other lettable parts of the Buildings as more particularly described in part two of the Seventh Schedule
- 1.5 **"the Communal Land"** the land so defined in a Deed of Covenant ("the Deed of Covenant") dated the same date as this Lease and made between (1) the Company (2) Maindee Management Limited and (3) the Tenant
- 1.6 **"the Development"** means that part of Clifton Mews Broadway Cardiff being land now or formerly comprised in the Title Number(s) referred to above and the buildings and works thereon
- 1.7 **"the Estate Service Installations"** means all drains channels sewers pipes wires cables conduits aerials tanks watercourses gutters soakaways and other conducting media whatsoever and any structures incidental to the

use thereof (and all other apparatus for the supply of water gas electricity telephone or television signals) now or hereafter within the Perpetuity Period constructed excluding such service installations exclusively serving the Demised Premises

- | | | |
|------|--------------------------------|---|
| 1.8 | "the Flats" | means the self-contained flats within the blocks at the Development |
| 1.9 | "Index" | means the Retail Price (All items) Index published by the office for National Statistics or any official publication substituted therefor or any other index substituted therefor in accordance with the provisions of Sub-clause 8.2 hereof |
| 1.10 | "Interest" | means interest at the rate of four per cent per annum above the base rate (or such other rate replacing the same by reference to which Barclays Bank plc or such other clearing bank as hereinafter provided determines its rate of interest) of Barclays Bank plc (or such other London clearing bank as the Management Company may nominate) prevailing from time to time |
| 1.11 | "the Leases" | means any leases granted or to be granted by the Landlord of the Flats and parking spaces at the Development |
| 1.12 | "the Particulars" | means the particulars specified on page 5 of this lease |
| 1.13 | "the Perpetuity Period" | means the period of eighty years from the date hereof |
| 1.14 | "the Plan" | means the plan annexed to this lease showing amongst other things the Block edged red and the parking space edged red |
| 1.15 | "Review Dates" | means (subject to the provisions of Clause 8.4 hereof) the fifteenth anniversary of the date of commencement of the Term and each successive tenth anniversary thereafter |

2. Demise

IN pursuance of the said agreement and in consideration of the premium specified in clause 4 of the Particulars now paid by the Tenant to the Landlord (the receipt whereof is hereby acknowledged) and of the rents and covenants on the part of the Tenant hereinafter reserved and contained THE LANDLORD with full title guarantee HEREBY DEMISES unto the Tenant ALL AND SINGULAR the Demised Premises TOGETHER WITH the rights set out in the Second Schedule TO HOLD the same unto the Tenant for the Term specified in clause 5 of the Particulars SUBJECT to the rights set out in the Third Schedule (which so far as not already affecting the Landlord's estate in the Demised Premises are hereby excepted and reserved from this demise) and to the covenants on the parts of the Tenant

hereinafter contained PAYING the Ground Rent yearly AND also PAYING on demand by way of further rent the service charges more particularly described in part one of the Seventh Schedule

3. The Tenant Covenants

THE Tenant for the mutual protection of the Landlord and of the Management Company and also of the registered proprietors of the Flats and any part of the Development (for the benefit of the Development and each and every part thereof and with the intention of binding the Demised Premises) HEREBY COVENANTS with the Landlord and the Management Company

- 3.1 to observe and perform the obligations on the part of the Tenant set out in the Fourth and the Seventh Schedules
- 3.2 that the Tenant will immediately following execution of this Lease:-
 - 3.2.1 apply to become a Member of the Management Company in accordance with its Articles of Association and upon becoming a Member will continue to be so whilst he remains as a Tenant and agrees that execution of this Lease may be treated as an application for membership of the Management Company
 - 3.2.2 comply with all the provisions of the Management Company's Memorandum and Articles of Association at all times

4. The Landlord Covenants

THE Landlord relying on the covenants on the part of the Tenant set out in this lease HEREBY COVENANTS with the Tenant to observe and perform the obligations on the part of the Landlord set out in the Fifth Schedule

5. The Management Company Covenants

THE Management Company relying on the covenants on the part of the Tenant set out in this lease HEREBY COVENANTS with the Landlord and as a separate covenant with the Tenant to observe and perform the obligations on the part of the Management Company set out in the Seventh Schedule

6. The Management Company Rights

THE Landlord HEREBY GRANTS to the Management Company such rights of entry onto the Demised Premises and access and egress on over and through the other parts of the Development as are necessary for the Management Company to carry out its obligations set out in this lease

7. Agreements and Declarations

IT IS HEREBY AGREED AND DECLARED as follows:

- 7.1 That if any rent hereby reserved or any part thereof shall be unpaid for twenty one days next after the same shall have become due (whether the same shall have been lawfully demanded or not) or if any covenant by the Tenant or condition herein contained shall not be performed or observed by the Tenant then and in any such case it shall be lawful for the Landlord or

any person or persons authorised by it in that behalf at any time thereafter to re-enter the Demised Premises or any part thereof in the name of the whole and thereupon this demise shall absolutely determine but without prejudice to the right of action of the Landlord in respect of any antecedent breach or non-observance by the Tenant of the covenants or conditions herein contained

7.2.1 that the Management Company shall be entitled by giving written notice to the Tenant to vary the Tenant's Proportion from time to time as a consequence of any alteration or addition to the Buildings or any alteration in the arrangements for provision of services therein or any other relevant circumstances

7.2.2 that any variation in the Tenant's Proportion shall take effect from such date as the Management Company may specify in such written notice having regard to the date of occurrence of the reason for such variation

7.3 that all the said Schedules are imported into the operative part of this lease

7.4 that in the event of the Demised Premises or any part thereof at any time during the said term being so damaged or destroyed by fire or any of the other risks insured against by the Management Company as to be unfit for habitation and use then the rents hereby reserved according to the nature and extent of the damage sustained shall be reduced on an equitable basis until the Demised Premises shall again be rendered fit for habitation and use

7.5 that all the rights and obligations of the Landlord and the Tenant respectively under this lease shall be incident to and devolve with the legal reversion immediately expectant on the Term specified in clause 5 of the Particulars and with the leasehold interest created by this lease and shall accordingly be enjoyed and performed by the person in whom such reversion and leasehold interest respectively shall for the time being be vested

7.6 Section 196 of the Law of Property Act 1925 shall apply to any notice demand or other instrument authorised to be served hereunder and any notice served by the Landlord shall be sufficiently served by any agent of the Landlord

8. Ground Rent Review

8.1 The Ground Rent hereby reserved shall on each of the Review Dates be adjusted either upwards or downwards (but subject to the Ground Rent never falling below the actual amount of the yearly rent specified in the definition of Ground Rent in the particulars hereof) by reference to any percentage change in the Index between:-

8.1.1 (in relation to the first of the Review Dates) the figure published immediately prior to the term commencement date and the figure published immediately prior to the first Review Date and

8.1.2 (in relation to each of the subsequent Review Dates) by reference to any percentage change in the index between the figure published immediately prior to the previous Review Date and the figure published immediately prior to the Review Date in question

- 8.2 In the event of the Index ceasing to be published or if for any other reason it becomes impossible to apply it then the Landlord and the Tenant shall agree a suitable alternative index for the purpose of this Clause
- 8.3 If the reference base used to compile the Index shall change at any time during this Lease the figure shown in the relevant Index after the change shall be the figure which would have been shown in the relevant Index if the reference base had not changed
- 8.4 If on any of the Review Dates there shall be in force legislation which:-
- 8.4.1 prevents restricts or modifies any revision or increase in the Ground Rent (or the Landlord's right to receive the same) pursuant to the provisions of this Lease or
 - 8.4.2 prohibits or restricts (as a result of the amount of the increased Ground Rent that would otherwise be payable):-
 - 8.4.2.1 the charging of any premium on an assignment or transfer of this Lease or
 - 8.4.2.2 the right of the Landlord to receive the Ground Rent provided for herein or to enforce the covenants herein contained on the part of the Tenant
- then the Review Date affected thereby shall be postponed until the expiration of three months from the date upon which such prevention restriction or modification is removed relaxed or modified and the Landlord shall then be entitled to recover any resulting increase in the Ground Rent with effect from the postponed Review Date as shall then be permitted by law Provided That nothing herein shall be construed as varying any subsequent Review Date
- 8.5 If the revised Ground Rent has not been ascertained pursuant to the foregoing provisions on the relevant Review Date:-
- 8.5.1 the Tenant shall continue to make payments at a rate equal to the Ground Rent payable immediately before the relevant Review Date (such payments being on account of the revised Ground Rent to be ascertained) and
 - 8.5.2 on the date for payment of Ground Rent next following the ascertainment of the new Ground Rent the amount payable by the Tenant to the Landlord by way of rent shall be increased or decreased to reflect the amounts which would have been payable if the revision of the Ground Rent had been ascertained on the relevant Review Date and no interest shall be payable on any additional amount provided the same is paid within seven days of such date
- 8.6 Any dispute as to the amount of any adjustment to the Ground Rent by reference to the Index pursuant to Clause 8.1 or in relation to any Index to be used in the circumstances set out in Clause 8.2 or any postponement of a Review Date pursuant to Clause 8.5 shall be referred by any of the parties thereto to the determination and awards of a Surveyor to be chosen by the

said parties (or in default of agreement to be nominated by the President for the time being of the Royal Institution of Chartered Surveyors) whose determination and award shall be final and binding on the Tenant and the other party or parties to the dispute and whose fees and expenses shall be borne by the Tenant and the other party or parties to the dispute in such proportions as the said Surveyor shall determine

9. Land Registry Restriction

THE parties to this lease hereby apply to the Chief Land Registrar for the following entry to be noted in the proprietorship register of the title to this lease:

"No disposition of the registered estate (other than a charge) by the proprietor of the registered estate or by the proprietor of any registered charge is to be registered without a written consent on behalf of Maindee Management Limited (Company registration number 53651292) whose registered office is at 5 St Andrews Crescent Cardiff CF10 3DA by an authorised signatory"

10. Third party rights exclusion

10.1 Unless the right of enforcement is expressly provided it is not intended that a third party other than their successors in title should have the right to enforce a provision of this lease pursuant to the Contracts (Rights of Third Parties) Act 1999

10.2 The parties and their successors in title may by agreement rescind or vary this Lease without the consent of a third party to whom the right of enforcement of any of its terms has been expressly provided

11. Save as included in the Second Schedule the Lease does not include the benefit of other easement rights or privileges and the provisions of Section 62 of the Law of Property Act 1925 shall not apply

**THE FIRST SCHEDULE
The Demised Premises**

ALL THAT the flat shown edged red on the Plan being part of the Block and parking space (if any) shown edged red on the Plan TOGETHER WITH:

1. the floor and ceiling finishes (but not any other part) of the floor joists or slabs and the ceiling joists or slabs that bound the Demised Premises
2. the interior finishes of the walls that bound the Demised Premises
3. the inner half severed medially of any internal non-load bearing walls that divide the Demised Premises from the Block
4. the whole of any internal non-load bearing walls wholly comprised in the Demised Premises
5. the doors and windows and thereof including the glass therein but not the external decorative surfaces thereof at the Premises including for the avoidance of any doubt the door to the Demised Premises from the Block

6. all other internal parts of the Demised Premises not specifically mentioned in this lease excluding any service media which does not exclusively serve the Demised Premises
7. the service media exclusively serving the Demised Premises

THE SECOND SCHEDULE **Rights included in the demise**

Subject to the Tenant paying the service charges more particularly described in part one of the Seventh Schedule the right for the Tenant and all persons authorised by the Tenant in common with all other persons having a similar right:

1. to pass with or without vehicles along the Accessways and any roadway situated on the development to the adopted highway but on foot only over those parts of the Accessways intended for pedestrian use
2. to use the Estate Service Installations for the passage of water sewage gas electricity telephone or television signals and other services
3. to use any dustbin store adjacent to the Block
4. to use the grounds of the Development excluding the Accessway for recreational purposes
5. to use any facilities or other things not otherwise mentioned provided for the common use of the Tenant and all other persons having a similar right
6. to retain in place any part of the Demised Premises which overhang or protrude into any other part of the Development
7. to have the Demised Premises supported and protected by all other parts of the Development and the Buildings
8. to enter upon such other parts of the Development (other than the site of any electricity substation or similar installation) as are necessary at all reasonable times upon reasonable notice in writing (except in the case of an emergency when no notice will be required) for the purposes of inspecting maintaining repairing and renewing the Demised Premises and the service media exclusively serving the Demised Premises

THE THIRD SCHEDULE **Rights to which the demise is subject**

1. The rights (which so far as not already created are hereby reserved) of the Landlord and other the registered proprietors from time to time of any part of the Development and all persons authorised by them:
 - 1.1 to use the Estate Service Installations in the Demised Premises for the passage of water sewage gas electricity telephone or television signals and other services
 - 1.2 to retain in place any parts of the Development which overhang or protrude into the Demised Premises

- 1.3 to have all parts of the Development supported and protected by the Demised Premises
- 1.4 to enter upon the Demised Premises at all reasonable times upon reasonable notice in writing (except in cases of emergency when no notice shall be required) so far as may be necessary:
 - 1.4.1 to repair any part of (and to prevent any damage to) the Buildings or any other part of the Development or the adjoining or contiguous premises and to make repair maintain rebuild cleanse and to lay down maintain repair and test all Estate Service Installations
 - 1.4.2 to view and examine the state and condition of the Demised Premises and
 - 1.4.3 to make good all defects decays and wants of repair of which notice in writing shall be given by the Landlord or the Management Company to the Tenant and for which the Tenant may be liable hereunder within two months after the giving of such notice
- 2. The rights of the Management Company more particularly referred to in clause 6 of this lease

THE FOURTH SCHEDULE **Covenants by the tenant**

1. Ground rent

To pay the Ground Rent specified in clause 7 of the Particulars on 1st January in each year

2. Rates Taxes and VAT

To pay and to indemnify the Landlord and the Management Company against:

- 2.1 all rates taxes assessments charges duties impositions and other outgoings whatsoever which are now or during the Term shall be assessed charged or imposed upon the Demised Premises or upon the owner or occupier of them
- 2.2 VAT (or any tax of a similar nature that may be substituted for it or levied in addition to it) chargeable in respect of any payment made by the Tenant under any of the terms of this lease or in respect of any payment made by the Landlord or the Management Company where the Tenant agrees in this lease to reimburse either of them

3. Interest

To pay Interest on all rent or other sums payable by the Tenant which are in arrears and unpaid for more than fourteen days after the same shall become due and payable under this lease whether formally demanded or not

4. Service indemnity

To keep the Management Company and the Landlord indemnified in respect of any charges for water electricity and gas or other services payable in respect of the Demised

Premises such sums to be repaid to the Landlord or the Management Company on demand

5. Repair

To repair and keep the Demised Premises and all additions and improvements in good and substantial repair order and condition at all times during the Term including the renewal and replacement forthwith of all worn or damaged parts but so that the Tenant shall not be liable for any damage which may be caused by any of the risks covered by the insurance referred to in paragraph (6) of part two of the Seventh Schedule (unless such insurance shall be wholly or partially vitiated by any act or default of the Tenant or of any member of the family employee or visitor of the Tenant or other such occupiers) or for any work for which the Management Company may be expressly liable under the covenants on the part of the Management Company hereinafter contained

6. Decorate

As often as may be necessary and at least once in every fifth year and in the last year of the term to paint with two coats of the best quality paint and in a proper and workmanlike manner all the internal wood metal stone and other work of the Demised Premises which usually are or ought to be painted and at the time of every inside painting to decorate and colour all such parts of the inside of the Demised Premises as are usually or ought to be so dealt with and to paper with paper of suitable quality such parts there of as are usually papered

7. Clean windows

To clean all the interior surfaces of all windows of the Demised Premises as often as is reasonably necessary

8. Permit access

To permit the Landlord the Management Company and others authorised by either of them with or without workmen and others at all reasonable times on notice (except in case of emergency when no notice shall be required) to enter into and upon the Demised Premises or any part thereof for the following purposes namely:

- 8.1 to repair any part of (and to prevent any damage to) the Buildings or any other part of the Development or the adjoining or contiguous premises and to make repair maintain rebuild cleanse and to lay down maintain repair and test all Estate Service Installations and for similar purposes the Landlord Management Company or other persons exercising such right (as the case may be) doing no unnecessary damage and making good all damage occasioned thereby to the Demised Premises
- 8.2 to view and examine the state and condition of the Demised Premises and
- 8.3 to make good all defects decays and wants of repair of which notice in writing shall be given by the Landlord or the Management Company to the Tenant and for which the Tenant may be liable hereunder within two months after the giving of such notice

9. Insurance

- 9.1 Not to insure the Demised Premises against any risks covered by the Management Company nor to do or omit to do anything which may make void or voidable any policy or policies of insurance of the Buildings or the contents of any other of the Flats or which may cause any increased premium to be payable or reduce the amount payable on claims under any such policy or policies
- 9.2 Not to do or permit or suffer any act or omission which may render any increased or extra premium payable for the insurance of the Development or any part thereof or which may make void or voidable any such insurance or the insurance of the Premises adjoining the Development and so far as the Tenant is liable hereunder to comply in all respects with the reasonable requirements of the insurer with which the Development or any part thereof may for the time being be insured and to make good to the Management Company all loss or damage sustained by the Management Company consequent on any breach of this clause

10. Sections 146 and 147

To pay all costs charges and expenses (including legal costs and fees payable to a surveyor) incurred by the Landlord in or in contemplation of any proceedings or the service of any notice under sections 146 and 147 of The Law of Property Act 1925 including the reasonable costs charges and expenses aforesaid of and incidental to the inspection of the Demised Premises the drawing up of schedules of dilapidations and notices and any inspection to ascertain whether any notice has been complied with and such costs charges and expenses shall be paid whether or not forfeiture for any breach shall be avoided otherwise than by relief granted by the Court

11. Use

- 11.1 To use the Demised Premises as a single private dwelling and any parking space within the Demised Premises for the parking of one private motor vehicle taxed insured and in roadworthy condition
- 11.2 Not to do or permit or suffer to be done any act matter or thing on or in respect of the Demised Premises which contravenes the provisions of the Town and Country Planning Act 1990 or any enactments amending or replacing it and to keep the Landlord and the Management Company indemnified against all claims demands and liabilities in respect of any such contravention

12. Compliance with regulations

To comply with and make every endeavour to ensure that all persons living in or visiting the Demised Premises or using any part of the Development shall comply with all such regulations as the Management Company shall from time to time make for the preservation of the amenities of the Development or for the general convenience of the occupiers of the Buildings (the Management Company having the power to vary or add to such regulations from time to time as it thinks fit)

13. Notices

To deliver to the Landlord forthwith a copy of every notice or other documents of whatever description affecting or likely to affect the Demised Premises or any part thereof received

by the Tenant from any authority or person whatsoever and without delay to take all necessary steps to comply with the notice direction or order and at the request of the Landlord but at the cost of the Tenant to make or join in with the Landlord in making such objection or representation against or in respect of any notice direction order or proposal as the Landlord shall deem expedient

14. Installations and alterations

- 14.1 Not to erect install or place or cause or permit to be erected installed or placed any television or other aerial or satellite dish on or at the Demised Premises or any part of the Buildings
- 14.2 Not without the consent in writing of the Management Company (such consent not to be unreasonably withheld) to make any structural alteration to the Demised Premises or to erect on or affix to the Demised Premises any hoarding advertisement or notice or to erect on the Demised Premises or any part thereof any building or other such structure (whether permanent or temporary) whatsoever or to alter the colour of the exterior of the Demised Premises

15. Obstruction etc.

- 15.1 Not to interfere with or obstruct the Management Company or its agents or contractors in the performance of its or their duties from time to time at the Development
- 15.2 Not to obstruct any part of the Development nor to allow any cycle pram or other things or other goods or packages to be placed or remain in or upon any part of the Development
- 15.3 Not to carry out nor allow to be carried out work on any vehicle on any part of the Development
- 15.4 Not to abandon any vehicle on any part of the Development and in the event of any breach of this covenant it shall be lawful for the Landlord or the Management Company without prejudice to their respective rights under this lease to arrange for the removal of the abandoned vehicle and to recover from the Tenant any costs incurred
- 15.5 Not to wilfully damage any part of the Development and in the event of any breach of this covenant it shall be lawful for the Landlord or the Management Company to arrange for the repair of the damage and to recover from the Tenant any costs incurred

16. Service charge

To pay to the Management Company an Interim Service Charge a Service Charge and where applicable a Supplemental Interim Charge in accordance with the provisions of the Seventh Schedule to this lease

17. Conditions on alienation

- 17.1 Not to transfer the Demised Premises or any part of it without contemporaneously with such transfer requiring the transferee to enter into a

deed of covenant with the Management Company in the form set out in the Eighth Schedule

- 17.2 To ensure that whenever the title to this lease devolves on any successor in title of the Tenant such successor shall contemporaneously enter into a deed of covenant with the Management Company in the form set out in the Eighth Schedule
- 17.3 Not to assign transfer underlet or otherwise part with possession of part only of the Demised Premises
- 17.4 To give to the Landlord and the Management Company notice of every dealing with or underletting or transmission of the legal estate in the Demised Premises including all mortgages or legal charges of the Demised Premises within twenty one days after the same shall occur and to pay to each of the Landlord and the Management Company such reasonable registration fees (including Value Added Tax) as the Landlord and the Management Company respectively shall from time to time determine

18. Nuisance and annoyance

- 18.1 Not to do or omit to be done on the Demised Premises any act matter or thing which may be or become a nuisance annoyance or disturbance or inconvenience to the Landlord the Management Company or any of the occupiers of the Flats and in particular not to use any unsuppressed electrical equipment or appliance at the Demised Premises and not to sing or use any musical instrument broadcasting receiving or sound reproductive equipment so as to cause annoyance to the other occupants of the Flats or so as to be audible outside the Demised Premises between the hours of 11pm and 8am
 - 18.2 Not to hang or expose for drying any clothes or other articles outside the Demised Premises
 - 18.3 Not to keep on the Demised Premises any dog cat or other animal without the Management Company's consent which consent can be withdrawn where the permitted animal causes nuisance or annoyance to any of the other occupants of the Flats
 - 18.4 Not to lay in any part of the Demised Premises any floor covering other than carpets save that the Tenant may instead lay linoleum or similar such floor covering in the kitchen and bathroom of the Demised Premises
19. Not to do or permit or suffer to be done upon the Property or the Development any act or thing which may result in loss or damage to or interference with the Land Drain or adversely affect the free flow and passage of water soil or other matter through the Land Drain

THE FIFTH SCHEDULE
Covenants on the part of the landlord

1. Quiet enjoyment

To allow the Tenant (subject to his complying with the terms of this lease) to hold and enjoy the Demised Premises throughout the Term without any interruption from the Landlord

2. Lease uniformity

That every lease of each of the Flats granted by the Landlord shall contain covenants by the Tenant substantially in the terms of those on the Tenant's part contained in this lease

3. Enforcement of covenants

At the written request of the Tenant to enforce by all means reasonably available to the Landlord covenants in terms similar to those contained in clause 3 and the Fourth and Seventh Schedules of this lease entered into by the tenants of the other Flats PROVIDED that:

- 3.1 the Landlord shall not be required to incur or to continue to incur any legal or other costs or expenses under this clause unless and until such security as to such legal or other costs or expenses as the Landlord in its absolute discretion may from time to time require shall have been given by the persons requesting action and the Tenant has paid the rent and all other payments reserved by this lease and performed and observed all of the Tenant's covenants contained in this lease
- 3.2 the Landlord may in its absolute discretion before taking any action under this clause require the person requesting such action at his own expense to obtain for the Landlord from Counsel to be nominated by the Landlord advice in writing as to the merits of any contemplated action in respect of the allegations made and the Landlord shall not be bound to take action unless Counsel advises that action should be taken and is likely to succeed
- 3.3 the Tenant shall on demand indemnify the Landlord against all costs and expenses incurred by the Landlord under this clause

4. Voids

Pending the grant of a lease of the other Flats in accordance with clause 2 above the Landlord will perform similar obligations in relation to each such Flat as those undertaken in this lease by the Tenant in relation to the Demised Premises

5. Enforcement

In the event that the Management Company fails to discharge its obligations under this Lease the Landlord shall forthwith discharge the same subject to the Tenant indemnifying the Landlord in advance against all costs incurred in so doing

6.

The Landlord will as soon as possible after today's date and at its own expense lay out and construct such parts of the Communal Land as require any such works in accordance with the requirements of the planning permission and any relevant regulatory authorities and as soon as the Landlord has completed the laying out of the Communal Land it will transfer the same to the Management Company

7.

The Landlord will so long as any part of its development at Clifton Mews comprising units of housing remains vested in the Landlord pay to the Management Company such part of any

costs and expenses incurred by the Management Company in providing procuring and performing in respect of the Communal Land their services as if the Landlord had entered into a Deed of Covenant in like terms with the Management Company in respect of the units of housing remaining vested in the Landlord

8.

The Landlord will in the event of the Management Company consistently failing to observe and perform the obligations on its part in the Deed of Covenant itself undertake the obligations of the Management Company subject to the Landlord paying the appropriate contributions to the Landlord as referred to and defined in the Deed of Covenant

THE SIXTH SCHEDULE

The service costs

The Service Costs of any Accounting Period are all the expenditure liabilities and overheads (including Value Added Tax to the extent to which it is not recoverable by the Management Company as input tax) paid or incurred by or on behalf of the Management Company during or in respect of that Accounting Period of and incidental to:

- (1) the carrying out of the works and the provision of the services specified in the Seventh Schedule at the Development
- (2) the carrying out of such other works at the Development and the provision of such other services to the occupiers of the Flats as the Management Company or its duly authorised agents may from time to time reasonably consider appropriate necessary or beneficial to those occupiers as a whole
- (3) the cost of employing managing agents or other duly authorised agents for the general management and administration of the Development
- (4) the cost of employing managing or other duly authorised agents, architects, surveyors or other professional persons to arrange and supervise the execution of any works or the provision of any services in or on the Development
- (5) the cost of keeping the books and records of the expenditure comprised in the Service Costs and of preparing and (if applicable) auditing and certifying the Service Costs and the cost of maintaining the books and records of the Management Company pursuant to the Companies Acts and the cost of preparing and filing returns and accounts thereunder
- (6) the payment of all existing and future rates assessments impositions and outgoings charged or imposed or payable on or in respect of the Buildings as a whole or the common parts
- (7) the payment of all liabilities in respect of the cost of repairing maintaining cleansing and renewing any party or other walls fences and structures and service media roadways paths yards and other things common to the Buildings and other adjacent or neighbouring premises
- (8) the cost of employing or engaging solicitors counsel and other professional persons in connection with the management of the Development the administration and collection of the Service Charge payable by the Tenant and by the other tenants in the Buildings

- (9) the costs of bringing or defending any action or proceedings and making or opposing any application
- (10) the cost of opposing or making representations in respect of the provisions or requirements of any such notice served by a competent authority in respect of the Buildings or the Common Parts or the Estate Service Installations
- (11) the cost of opening and maintaining one or more bank accounts and the cost (including interest) of borrowing funds (by loan or overdraft) in order to provide the amounts by which the monies in hand from the Interim Charges and Service Charges actually received from the Tenant and from the other tenants in the Buildings are insufficient to cover the expenditure liabilities and overheads mentioned above (and for this purpose the monies in hand shall be assumed to include Interim Charges and Service Charges contributed by the Landlord corresponding to those payable by the Tenant under this lease in respect of any lettable parts of the Buildings which are not for the time being let on leases under which such Interim Charges and Service Charges are payable by the Tenants)
- (12) the costs and expenses of any works or services shall (but not by way of limitation) include:
 - (a) the wages of any staff employed by the Management Company to arrange them, supervise them, or carry them out including all payments made by the Management Company in respect of any tax on employment or services which has been or may be imposed in respect of any such staff and the Management Company's contributions to the National Insurance of such staff and the cost of provision of pensions for such staff (and where any staff are employed for those functions and also for other functions not falling within the service costs the foregoing costs and expenses shall be fairly apportioned for this purpose)
 - (b) the cost (or a fair apportionment, if appropriate) of providing any uniforms working clothes tools appliances equipment and materials used in connection with those works and services
 - (c) the cost of electricity gas oil or other fuel used for the works or services
 - (d) the cost of leasing or hiring machinery plant and equipment
 - (e) the cost of inspections examinations surveys and insurance valuations
- (13) such sum as the Management Company shall determine as desirable to be set aside in any year (not exceeding fifteen percent of the total Service Charge in such year excluding this provision) towards a fund to make provision for purchasing the freehold interest in the Development and the Management Company shall be authorised to borrow funds for such purposes
- (14) such sum as the Management Company shall determine as desirable to be set aside in any year towards a Reserve Fund

THE SEVENTH SCHEDULE

Part One

Covenants on the part of the Management Company and the Tenant in respect of the Service Charge

The Tenant shall pay to the Management Company a Service Charge (and an Interim Charge on account) in accordance with the following provisions the purpose of which is to enable the Management Company to recover from the Tenant the Tenant's due proportion of all expenditure overheads and liabilities which the Management Company may incur in and in connection with carrying out works at the Development and providing present and future services to its occupiers (but not including expenditure on those parts of the Demised Premises which the Tenant is liable to repair and maintain under the terms of this lease and the corresponding parts of the other lettable premises in the Buildings)

1. In this schedule and throughout this lease the following words and phrases have the following meanings:

- | | |
|----------------------------|---|
| (1) "Accounting Date" | means the 31st day of January in each year (or such other date as the Management Company may from time to time substitute for that date) |
| (2) "Accounting Period" | means the period commencing on the day immediately after each Accounting Date and ending on the following Accounting Date |
| (3) "Certificate" | means a certificate issued under the provisions of clause 4 of this Schedule |
| (4) "Commencement Date" | means the date of this lease |
| (5) "the Estimate" | means an estimate prepared under the provisions of clause 2 of this Schedule |
| (6) "Initial Interim Rate" | means £662.92 per year |
| (7) "Interim Charge" | means the Tenant's Proportion of the amount of the Estimate for each Accounting Period |
| (8) "Payment Day" | means the day immediately after each Accounting Date |
| (9) "Reserve Fund" | means a fund that the Management Company may decide to establish in order to meet future expenditure which it expects to incur in maintaining replacing rebuilding or renewing those items which it is obliged or entitled to maintain replace rebuild or renew under the terms of this lease |
| (10) "Service Charge" | means the Tenant's Proportion of the amount of Service Costs for each accounting period |

- | | |
|---|--|
| (11) "Service Costs" | means the amounts specified in respect of the matters set out in the Sixth Schedule |
| (12) "Supplemental Interim Charge" | means the payment mentioned in clause 3.4 of this Schedule |
| (13) "Tenant's Proportion" | 7.2 % (or such other proportion as may from time to time be substituted for it under the provisions of clause 7.2.1 of this lease) |
-
- 2.1 On or before (or, if that shall be impractical then as soon as practicable after) each Accounting Date the Management Company shall prepare an Estimate in writing of the Service Costs which it expects to incur or charge during or in respect of the Accounting Period commencing immediately after that Accounting Date
 - 2.2 The Estimate shall contain a summary of those estimated Service Costs
 - 2.3 Within 14 days after preparation, a copy of each Estimate shall be served by the Management Company on the Tenant together with a statement showing the Interim Charge payable by the Tenant on account of those estimated Service Costs
 - 3.1 The Interim Charge for each Accounting Period (together with Value Added Tax if payable) shall be paid by the Tenant on the Payment Day for that Accounting Period
 - 3.2 The Initial Interim Charge shall be calculated at the Initial Interim Rate and the first payment shall be made on the date of this lease and shall be an apportioned part for the period from the Commencement Date until the next Payment Day
 - 3.3 If the Interim Charge for any Accounting Period is not ascertained and notified to the Tenant by the Payment Day in that Period:
 - (a) until 14 days following the ascertainment and notification to him of the new Interim Charge the Tenant shall pay on account a provisional interim charge at the rate previously payable
 - (b) commencing on that fourteenth day following such ascertainment the Tenant shall pay the new Interim Charge and
 - (c) on that fourteenth day the Tenant shall also pay the amount by which the new Interim Charge for the period since the commencement of that Accounting Period exceeds the amount paid on account (but if the amount paid on account exceeds the new Interim Charge for that period the Management Company shall give credit for the overpayment)
 - 3.4 If at any time during an Accounting Period it appears to the Management Company that (whether due to the need arising to incur a cost which was not included in the Estimate, or for any other reason whatsoever) the Interim

Charges payable by the Tenant shall be insufficient to meet the Service Charge for that Accounting Period then the Management Company shall be entitled to serve on the Tenant a demand for a Supplemental Interim Charge of such amount as the Management Company may reasonably specify accompanied by a written explanation of the reason for it and the Tenant shall pay the amount demanded within 14 days of service of the demand

- 4.1 The Management Company shall keep proper books and records of the Service Costs and as soon as practicable after each Accounting Date the Management Company shall prepare a Certificate of the Service Costs of the Accounting Period ending on that Accounting Date
- 4.2 The Certificate shall contain a summary of the Service Costs to which it relates
- 4.3 The Certificate shall be signed by an accountant or firm of accountants (who shall be qualified as specified in section 28 of the Landlord and Tenant Act 1985) and shall include a certificate by such accountant or accountants that the summary of Service Costs set out in the Certificate is a fair summary and that the Service Costs are sufficiently supported by accounts receipts and other documents which have been produced to him or them
- 4.4 Within 14 days of signing, a copy of each Certificate shall be served upon the Tenant together with a statement showing:
 - (a) the Service Charge payable by the Tenant in respect of the Accounting Period to which the Certificate relates
 - (b) the Interim Charge (and Supplemental Interim Charge if any) paid by the Tenant on account of that Service Charge and
 - (c) the amounts (if any) by which the Service Charge exceeds or falls short of the aggregate of the payments received by way of Interim Charge and Supplemental Interim Charge
- 4.5 Within 14 days from the service of each statement under clause 4.4 above the Tenant shall pay to the Management Company (together with value added tax if payable) the amounts (if any) by which the stated Service Charge exceeds the Interim Charge stated to have been received on account
- 4.6 During the two months commencing on the date of service of each Certificate the Tenant or its authorised representative shall be entitled to inspect the books records invoices and accounts relating to the Service Costs included in such Certificate during normal office hours at the registered office of the Management Company on the Tenant giving to the Management Company not less than two working days' written request for such inspection
- 4.7 So far as permitted by law each Certificate shall be conclusive of the matters which it purports to certify and no invalidity of any part of any Certificate shall affect the validity of any other part of the Certificate

Part Two
The works and services

The works and services referred to in the Sixth Schedule and part one of this Seventh Schedule (insofar as they are applicable to the Development) are:

(1) structure etc

maintenance repair cleaning redecoration replacement renewal and rebuilding (whenever necessary or desirable) of and compliance with codes of practice and the requirements of statutes and regulations affecting main structures roofs foundations external walls party walls and structures boundary walls fences and railings windows window frames doors door frames balconies and terraces and their surrounds

(2) external areas

maintenance repair lighting cleaning rebuilding and resurfacing (whenever necessary or desirable) of and compliance with the requirements of codes of practice and statutes and regulations affecting yards car parking areas drives paths lightwells and open areas

(3) service media

maintenance repair cleaning redecoration replacement and renewal (whenever necessary or desirable) of and compliance with codes of practice and the requirements of statutes and regulations affecting drains effluent treatment plant sewers pipes gutters wires tanks traps metres vents ducts chutes manholes refuse enclosures and sanitary equipment

(4) common parts

maintenance repair redecoration furnishings replacement and renewal (whenever necessary or desirable) and lighting heating and cleaning of and compliance with codes of practice and the requirements of statutes and regulations affecting entrances halls landings staircases smoke lobbies fire escapes lifts escalators toilets and other parts of the Buildings available for use by the Tenant in common with other occupiers of the Buildings the external decorative parts of the said window frames and doors

(5) plant and equipment

operation maintenance repair redecoration replacement and renewal (whenever necessary or desirable) of and compliance with codes of practice and the requirements of statutes and regulations affecting lighting lift machinery escalators machinery boilers hot water systems space heating systems air conditioning and air handling and ventilation systems fire alarm systems sprinkler systems security systems entry phone systems internal telephone systems, public address systems piped music systems television and radio relay systems and traffic control systems

(6) insurance

insurance at all times in the joint names of the Landlord and the Management Company during the said term (unless such insurance shall be vitiated by any act or default of the Tenant) to their full re-instatement value of the Buildings against loss or damage by fire lightning explosion earthquake storm or flood water damage riot civil commotion vandalism theft subsidence and/or heave and landslip aircraft

property-owner's liability third party liability (including adequate amounts in respect of professional costs) and such other risks (if any) as the Management Company shall from time to time think fit in such insurance office of repute as is nominated from time to time by the Landlord in such sum as the Management Company shall from time to time think fit and in the event of the Buildings being damaged or destroyed by any of the said risks as soon as reasonably practicable the laying out of the insurance monies in the repair rebuilding or re-instatement of the Buildings and in the event of the insurance monies being insufficient to make up the deficiency out of its own monies

(7) directors' and officers' insurance and employers liability insurance

insurance of the directors and /or other the officers of the Management Company against third party liability and the cost of bringing or defending proceedings relating to their acts or omissions as officers of the Management Company and insurance in full of the Management Company against its legal liabilities to its employees in connection with any works carried out at the Development pursuant to any obligations or any enabling provisions contained in this lease and to third parties generally

(8) gardens etc

landscaping gardening and the provision and cultivation of plants shrubs and flowers in and compliance with codes of practice and the requirements of statutes and regulations affecting gardens landscaped areas window boxes entrance halls and other common parts

PROVIDED that (for the avoidance of doubt) nothing contained in this part two of this Schedule shall:

- (a) impose on the Management Company any obligation to carry out any works or any services beyond the matters set out in clause 5 of this lease or
- (b) extend the Service Costs to include the cost of any works, acts, matters or things to or in respect of any parts of the Demised Premises for which the Tenant is liable under the terms of this lease or the corresponding parts of the other lettable parts of the Buildings

THE EIGHTH SCHEDULE Deed of covenant

THIS DEED OF COVENANT is made the day of Two Thousand
and

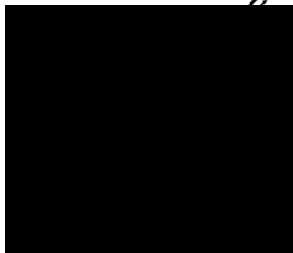
BETWEEN (1) of
(hereinafter called "the Tenant") of the first part and (2) Tribute Homes Broadway Limited whose Registered Office is situate at 5 St Andrews Crescent Cardiff CF10 3DA (hereinafter called "the Landlord") of the second part and (3) Maindee Management Limited whose Registered Office is at 5 St Andrews Crescent Cardiff CF10 3DA (hereinafter called "the Management Company") of the third part

WHEREAS

By a Lease dated the day of Two Thousand and Five

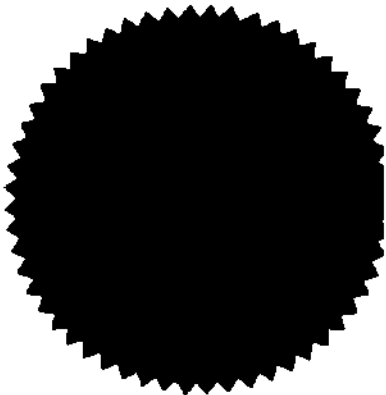
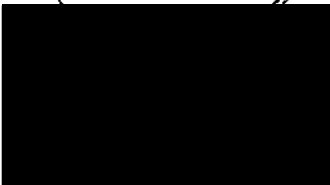
EXECUTED as a DEED by TRIBUTE
HOMES LIMITED
in the presence of:

)
)
)
)
)
)



THE COMMON SEAL of MAINDEE
MANAGEMENT LIMITED
was hereunto affixed in the
presence of:

)
)
)



Authorised Signatory



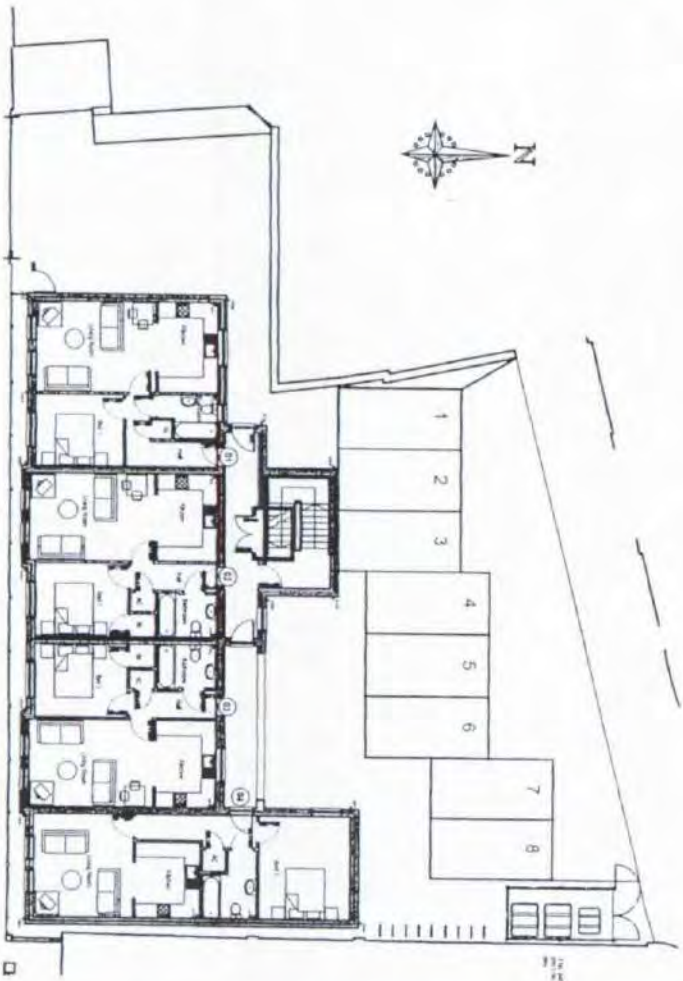
Third Floor Plan



Second Floor Plan



First Floor Plan



Ground Floor Plan

Contract Residential Development Broadway Cardiff for Tribute Homes		Description Conveyance Plans		Scale 1:200	Date Feb 06
Classification		Drawing No. 7475-220		Revision A	
As New - Full - Parking spaces provided		BMG DESIGN Chartered architects 1st Floor, Concorde House, 1-2 Bedford Square, Chesham, Middlesex UB8 3EP Tel: 01291 626526 Fax: 01291 628958 Email: info@bmgsdesign.co.uk Website: www.bmgsdesign.co.uk			

TA6 Law Society Property Information Form (6th edition) (2025)

1. Property and seller details

For more information and help answering these questions, see [section 1 of the explanatory notes](#).

Address of the property

12 Clifton House
broadway
Cardiff

Postcode:

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UPRN (if known): 10014197430

Full name(s) of the seller(s)

[REDACTED]

What is your role in the sale?

- ☒ Seller(s)
- ☐ Executor(s)/Administrator(s)
- ☐ Attorney(s)
- ☐ Trustee(s)

When did you become the owner of, or get authority to sell, the property? (DD/MM/YYYY)

Date: 02/05/2007

Details of the seller if a company

Company number:

Director/authorised person:

Country of incorporation:

Seller's solicitor

Name of solicitor's firm: SB Lawyers

Address:

3~~4~~ Gelliwastad Road
Pontypridd

Postcode:

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Instructions for sellers

The answers in the TA6 form must be prepared by:

- the owner named on the HM Land Registry title and/or title deeds, or
- any legal representative selling under a power of attorney, trust or grant of probate or representation

All the sellers must prepare the answers and sign the form.

Buyers can rely on the information you give in the TA6 form.

If you give misleading information, the buyer may be able to claim compensation after completion.

If you give incomplete information or fail to answer, this may delay the transaction or cause the buyer to withdraw.

For more information on the form and help answering the questions, read the separate explanatory notes:

www.lawsociety.org.uk/ta6-explanatory-notes

Important things to remember:

- Answer the questions truthfully, completely and as accurately as you can from your own knowledge (or from information held by the owner if you are their representative)
- You are not expected to have legal or technical knowledge, but you are expected to have a reasonable basis for the answers that you give
- You might not know what occurred during a previous ownership of the property, but you should include information about anything you do know if relevant to the questions
- Check your answers match the information reasonably available to you
- If you do not know any answer, you must say so. If you are unsure about any of the questions, check the separate explanatory notes or ask your solicitor
- If any information you have given or arrangement you've made is wrong or has changed, inform your solicitor immediately
- Give your solicitor any documents or other papers which relate to the questions in the TA6 form. For example, copies of any planning permissions or building control consents. If any documents are lost or missing, tell your solicitor
- If any information in the TA6 form has been prepopulated, check the information and make sure it is accurate
- Read the definitions below. These explain the meaning of many words and phrases used in the questions

Documents you may need to complete the TA6 form

- Utility bills
- Information about facilities and services
- Planning permissions and building control consents
- A copy of the Land Registry title documents, party wall notices and any other notices or consents
- Competent person certificates
- Any guarantees and warranties
- Information about any works you've carried out and arrangements for parking etc.

Other transaction (TA) forms you may need to complete

If all or any part of the property is held on a lease, you must also complete the Leasehold Information Form (TA7).

The TA7 form has additional questions for leasehold properties.

Contact your solicitor if you think you may need to complete the TA7 form.

You may be asked to complete other forms such as a Fittings and Contents Form (TA10).

Information for buyers

Buyers should tell their solicitor if they receive any other information about the property separately from the TA6 form and they wish to rely on it.

This could be information received in writing or in conversation.

The information could be directly from the seller or through an estate agent, solicitor or online.

Buyers should also:

- ask their solicitor about enquiries and investigations that can be carried out to obtain up-to-date information
- instruct a surveyor to carry out a survey to make sure they are informed about the physical and structural condition of the property

For more information on the form and help answering the questions, read the separate explanatory notes:

www.lawsociety.org.uk/ta6-explanatory-notes

Important things to remember

- The seller will complete the TA6 form to the best of their knowledge
- Sellers can only tell buyers about matters they know. They may not have legal or technical knowledge. For example, they may not understand surveys or other reports. They may not know about matters prior to their ownership of the property
- Even where the seller has guarantees or other documents relating to the condition of the property, the seller is not giving any warranty about it
- The seller's solicitors, its members, partners, employees, consultants or other staff have no liability for the accuracy of the replies given
- Where buyers are getting a mortgage, they should not rely on any inspection or valuation report carried out for the benefit of their lender
- It is not the seller's or buyer's solicitor's responsibility to check the physical state or condition of the property
- Read the definitions below. These explain the meaning of many words and phrases used in the questions

Definitions

‘Buyer’ means all buyers together where the property is being bought by more than one person.

‘Completion’ means the stage where:

- the sale price is paid to the seller
- ownership of the property passes to the buyer, and
- the seller hands over the keys

‘Consents’ means the formal permissions required from any person or body who has a legal right to control what happens to a property. Consents are often related to property developments or alterations.

‘Freehold’ means the outright ownership of the land and buildings on it.

‘Flooding’ means any case where land not normally covered by water becomes covered by water.

‘Leasehold’ means you have a lease of the property for a fixed number of years, with another person owning the freehold or a superior lease.

The lease will usually include obligations and restrictions. The person who owns the freehold or superior lease (the landlord) can enforce them and may require you to pay rent or other sums to them.

If the property is a flat or maisonette, the leasehold may not include the structure or common parts of the building or the land on which it stands.

‘Listed building’ means a property of special architectural or historic interest that is "listed" in the **National Heritage List for England** or the **National Historic Assets of Wales**.

‘Property’ includes all buildings and land within its boundaries.

‘Sale contract’ means the legal contract between the buyer and seller for the purchase/sale of the property.

It is a legal document. Once the contract is exchanged it is legally binding on all parties.

‘Seller’ means all sellers together where the property is owned by more than one person.

This includes anyone who is acting on their behalf as a personal representative, attorney or trustee, or a company.

‘Solicitor’ includes, for the purposes of this form,

‘conveyancer’ as defined by HM Land Registry Practice Guide 67

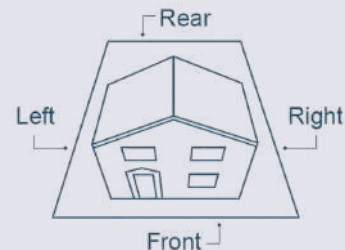
‘Title deeds’ means the legal documents that prove ownership of land and property. Most title deeds are held electronically by HM Land Registry.

‘Title plan’ means a diagram that outlines the boundaries of a registered property or land, as recorded by **HM Land Registry**.

‘You’ and ‘your’ refers to the seller or, where applicable, the personal representatives, attorneys or trustees for the seller.

2. Boundaries

For more information and help answering these questions, see [section 2 of the explanatory notes](#).



2.1 Looking towards the property from the road, who owns or accepts responsibility to maintain or repair the boundary features:

- | | | | | |
|-------------------|---------------------------------|------------------------------------|---------------------------------|---|
| (a) on the left? | ☐ Seller | ☐ Neighbour | ☐ Shared | ☒ Not Known |
| (b) on the right? | ☐ Seller | ☐ Neighbour | ☐ Shared | ☒ Not Known |
| (c) at the rear? | ☐ Seller | ☐ Neighbour | ☐ Shared | ☐ Not Known |
| (d) at the front? | ☐ Seller | ☐ Neighbour | ☐ Shared | ☐ Not Known |

2.2 If the boundaries of the property are irregular, indicate ownership by written description or by reference to a plan:

☐ Plan attached ☐ To follow

2.3 Are you aware of any boundary feature being moved, any adjacent land being added to the property, or any neighbour taking over or building on any part of your property?

☐ Yes ☒ No

If yes, please give details:

2.4 Does any part of the property or any building on the property overhang or project under the boundary of the neighbouring property or road? For example, cellars under the pavement, overhanging eaves or covered walkways.

☐ Yes ☒ No

If yes, please give details:

2.5 Are you aware of any notice being served or received under the Party Wall etc. Act 1996 in respect of any shared/party walls or boundaries?

☐ Yes ☒ No

If yes, supply a copy and give details of any works carried out or agreed:

☐ Attached ☐ To follow

3. Disputes

For more information and help answering these questions, see [section 3 of the explanatory notes](#).

3.1 Are you aware of any disputes or complaints about the property or a property nearby?

☐ Yes ☒ No

If yes, give details such as when this took place and who was involved:

3.2 Are you aware of anything that might lead to a dispute about the property or a property nearby?

☐ Yes ☒ No

If yes, please give details:

4. Notices

For more information and help answering these questions, see [section 4 of the explanatory notes](#).

4.1 Are you aware of any notices, communications, negotiations or discussions which affect the property or a property nearby? For example, from or to a neighbour, council or government department.

☐ Yes ☒ No

If yes, please give details:

4.2 Are you aware of any plans or proposals to develop property or land nearby?

☐ Yes ☒ No

If yes, please give details:

4.3 Are you aware of any proposals to make alterations to or change the use of buildings nearby?

☐ Yes ☒ No

If yes, please give details:

5. Alterations

For more information and help answering these questions, see [section 5 of the explanatory notes](#).

5.1 Are you aware of any of the following alterations to the property?

- | | | |
|---|------------------------------|--|
| (a) replacement windows, roof windows, roof lights, glazed doors since 1 April 2002 | ☐ Yes | ☒ No |
| (b) extension | ☐ Yes | ☒ No |
| (c) conservatory | ☐ Yes | ☒ No |
| (d) loft conversion | ☐ Yes | ☒ No |
| (e) garage conversion | ☐ Yes | ☒ No |
| (f) removal of internal walls | ☐ Yes | ☒ No |
| (g) removal of chimney breast | ☐ Yes | ☒ No |
| (h) insulation | ☐ Yes | ☒ No |
| (i) other building works or changes to the property | ☐ Yes | ☒ No |

Details of gas and electrical works should be given at question 11 and not here.

5.2 If you answered 'yes' to any of the questions in 5.1(a)–(i):

(a) give details of the work and the date it was carried out, or state not known:

(b) has all this work been completed?

☐ Yes ☐ No

If no, give details of what remains to be completed:

(c) supply copies of the planning permissions, building regulations approvals, completion certificates or competent person certificates for the work if you have them.

☐ Attached ☐ To follow ☐ Not available

(d) if any of the work was undertaken during your ownership of the property:

(i) did you get planning permissions, building regulations approvals, completion certificates or competent person certificates when necessary?

☐ yes ☐ No

(ii) if planning permissions, building regulations approvals, completion certificates or competent person certificates were not required, explain why:

5.3 Is any part of the property used exclusively for non-residential purposes?

☐ Yes ☒ No

If yes, give details and supply a copy of any relevant planning permission:

☐ Attached ☐ To follow

5.4 Are you aware of any breaches of planning permission conditions or building regulations consent conditions, unfinished work or work that does not have all necessary consents?

☐ Yes ☒ No

If yes, please give details:

5.5 Are you aware of any planning or building control issues that need to be resolved?

☐ Yes ☒ No

If yes, please give details:

Solar power systems

5.6 Has a solar power system for generating electricity, hot water or heating been installed at the property?

☐ Yes ☒ No

If you answered 'no' to question 5.6, **continue to question 5.7** and do not answer questions 5.6(a)–(h)

(a) Is the system used only to provide hot water or heating and not to generate electricity?

☐ Yes ☐ No

(b) Which year was the system installed? (YYYY)

(c) Do you own the system outright?

☐ Yes ☐ No

(d) Has a long lease of the roof or air space been granted to a solar power system provider? A typical long lease may last 20 to 25 years.

☐ Yes ☐ No

If yes, supply a copy of the lease.

☐ Attached ☐ To follow

(e) Do you have a maintenance agreement in place for the system?

☐ Yes ☐ No

If yes, supply a copy of the agreement.

☐ Attached ☐ To follow

(f) Is there a battery for storing solar power?

☐ Yes ☐ No

If yes, provide the make, model and storage capacity in kWh of the battery:

(g) Does the system feed into the National Grid?

☐

Yes

☐

No

If yes:

(i) is there a Feed-in Tariff (FIT) or Smart Export Guarantee (SEG) in place?

☐

Yes

☐

No

If no, continue to question 5.6(h)

(ii) supply a copy of the agreement.

☐

Attached

☐

To follow

(iii) provide a copy of the electricity bill showing the credit paid for the generation.

☐

Attached

☐

To follow

(iv) provide details of the procedure for assigning the benefit of the FIT or SEG agreement on completion of the purchase to the buyer.

☐

Attached

☐

To follow

(h) Provide a copy of the building regulations completion certificate or compliance certificate (e.g. MCS) for the installation of the system.

☐

Attached

☐

To follow

☐

Not available

Listed buildings

5.7 Is the property (or any part of it) listed?

☐

Yes

☒

No

☐

Not known

Conservation area

5.8 Is the property (or any part of it) in a conservation area?

☐

Yes

☐

No

☒

Not known

Tree preservation orders

5.9 Are any trees on or overhanging the property subject to a tree preservation order (TPO)?

☐

Yes

☒

No

☐

Not known

If yes, are you aware of any works carried out on those trees?

☐

Yes

☐

No

☐

Not known

If yes, give details and provide a copy of the TPO along with any relevant documents:

☐

Attached

☐

To follow

6. Guarantees and warranties

For more information and help answering these questions, see [section 6 of the explanatory notes](#).

6.1 Does the property have any of the following unexpired guarantees or warranties?

If yes, supply a copy.

- | | | |
|--|-----------------------------------|--|
| (a) new home warranty (e.g. NHBC or similar) | ☐ Yes | ☒ No |
| | ☐ Attached | ☐ To follow |
| (b) damp proofing | ☐ Yes | ☒ No |
| | ☐ Attached | ☐ To follow |
| (c) timber treatment | ☐ Yes | ☒ No |
| | ☐ Attached | ☐ To follow |
| (d) windows, roof lights, roof windows or glazed doors | ☐ Yes | ☒ No |
| | ☐ Attached | ☐ To follow |
| (e) roofing | ☐ Yes | ☒ No |
| | ☐ Attached | ☐ To follow |
| (f) boiler or heating systems | ☐ Yes | ☒ No |
| | ☐ Attached | ☐ To follow |
| (g) underpinning | ☐ Yes | ☒ No |
| | ☐ Attached | ☐ To follow |
| (h) insulation | ☐ Yes | ☒ No |
| | ☐ Attached | ☐ To follow |
| (i) other (please state): | ☐ Yes | ☒ No |
| | ☐ Attached | ☐ To follow |

6.2 Are you aware of any claims under any of these guarantees or warranties?

☐ Yes ☒ No

If yes, please give details:

6.3 Are you aware of anything that may breach the terms and conditions of any of these guarantees or warranties?

☐ Yes ☒ No

If yes, please give details:

7. Insurance

For more information and help answering these questions, see [section 7 of the explanatory notes](#).

7.1 Do you insure the property?

☐ Yes ☒ No

If no, who insures the property?

RTM company

7.2 Are you aware of the property insurance ever being difficult to obtain or subject to special conditions?

☐ Yes ☒ No

If yes, please give details:

7.3 Have you made any buildings insurance claims?

☐ Yes ☒ No

If yes, give details, including the date(s) of any claim(s) and how they were resolved:

8. Environmental matters

For more information and help answering these questions, see [section 8 of the explanatory notes](#).

Flooding

8.1 Are you aware of the property or any part of it ever being flooded? ☐ Yes ☒ No

If yes, what type of flooding took place?

Ground water	☐ Yes	☐ No
Sewer flooding	☐ Yes	☐ No
Surface water	☐ Yes	☐ No
Coastal flooding	☐ Yes	☐ No
River flooding	☐ Yes	☐ No
Other	☐ Yes	☐ No

Give details about the date(s) any flooding occurred and which parts flooded:

8.2 Are you aware of any defences installed at the property to prevent flooding?

☐ Yes ☒ No ☐ Not known

If yes, please give details:

Radon

8.3 Are you aware of any radon tests that have been carried out on the property?

☐ Yes ☒ No ☐ Not known

If yes:

(a) supply a copy of the report

☐ Attached

☐ To follow

(b) was the test result below the 'recommended action level'?

☐ Yes

☐ No

8.4 Were any remedial measures undertaken to reduce radon gas levels in the property?
Measures could have been undertaken during construction or while adding an extension.

☐ Yes ☐ No ☒ Not known

Green Deal

8.5 Have any installations in the property been financed under the Green Deal scheme?

☐ Yes ☒ No

If yes, give details of all installations and supply a copy of your last electricity bill:

☐ Attached ☐ To follow

Japanese knotweed

8.6 Is the property affected by Japanese knotweed?

☐ Yes ☒ No ☐ Not known

If yes, is there a Japanese knotweed management and treatment plan in place?

☐ Yes ☐ No ☐ Not known

If yes, provide a copy of the plan with any insurance cover linked to the plan.

☐ Attached ☐ To follow

8.7 Has a Japanese knotweed survey been carried out in relation to the property?

☐ Yes ☒ No ☐ Not known

If yes, provide a copy of the survey.

☐ Attached ☐ Not known

9. Rights and informal arrangements

For more information and help answering these questions, see [section 9 of the explanatory notes](#).

Rights and arrangements benefiting the property

9.1 Do you exercise any rights or arrangements over any other properties?

☐ Yes ☒ No

If yes, please give details:

9.2 Have you been asked to contribute towards the cost of the jointly used facilities?

☐ Yes ☐ No ☒ Not applicable

If yes, give details of how much, how often and who you pay:

9.3 Are you aware of any disagreement or complaint about any such right or arrangement?

☐ Yes ☐ No ☒ Not known

If yes, please give details:

Rights and arrangements benefiting other properties

9.4 Do the owners of any other properties exercise any rights or arrangements over the property?

☐ Yes ☒ No

If yes, please give details:

9.5 Have you asked the owner of any other properties to contribute towards the cost of the jointly used facilities?

☐ Yes ☐ No ☒ Not applicable

If yes, specify whether you receive this payment or if it is made to a third party.
Include details about how much is paid and how often payments are made:

9.6 Are you aware of any disagreement or complaint about any such right or arrangement?

☐ Yes ☐ No ☒ Not known

If yes, please give details:

Facilities crossing the property or any other property

9.7 Are you aware of any drains, pipes or wires serving the property that cross any other property?

☐ Yes

☐ No

☒ Not known

9.8 Are you aware of any drains, pipes or wires leading to any other property that cross the property?

☐ Yes

☐ No

☒ Not known

9.9 Is there any agreement or arrangement about drains, pipes or wires?

☐ Yes

☐ No

☒ Not known

If yes, supply a copy or give details:

☐ Attached

☐ To follow

10. Parking

For more information and help answering these questions, see [section 10 of the explanatory notes](#).

10.1 What are the parking arrangements at the property?

no parking arrangements

10.2 Is a permit required for on-road parking?

☐ Yes

☒ No

10.3 Does the property have an electric vehicle (EV) charging point?

☐ Yes

☒ No

If yes:

(a) specify the type of EV charger, connector and its location and provide building regulation approvals:

☐ Attached

☐ To follow

(b) does an EV charging cable have to cross the public pavement?

☐ Yes

☐ No

If yes, specify any relevant local authority licence or terms and conditions:

11. Services

For more information and help answering these questions, see [section 11 of the explanatory notes](#).

Electrical systems.

11.1 Are you aware of any electrical installation works carried out at the property?

☐ Yes ☒ No

If yes, give details including when this work took place:

11.2 Does the property have any certificates for electrical installation works?

☐ Yes ☒ No

If yes, please supply a copy.

☐ Attached ☐ To follow

11.3 Does the property have an Electrical Installation Condition Report (EICR)?

☒ Yes ☐ No

If yes, please supply a copy.

☐ Attached ☒ To follow

Heating systems.

11.4 How is the property heated? Tick all that apply:

☐ Mains gas ☐ Oil ☐ Heat pumps
☐ Liquid gas ☒ Electricity ☐ Underfloor
☐ Woodburning / multi-fuel stove ☐ Other

If other, please give details:

(a) When was the heating system installed? (DD/MM/YYYY)

Date: ☒ Not known

(b) If there is a boiler (of any kind) when was it installed? (DD/MM/YYYY)

Date: ☒ Not known

(c) Has there been any replacement to the heating system (other than replacement of a boiler)?

☐ Yes ☐ No ☒ Not known

(d) Supply compliance certificates or documentation for the installation or alteration of each heating system (such as a building regulation completion certificate).

☐ Attached ☐ To follow ☒ None

(e) Supply a copy of the latest inspection report.

☐ Attached ☐ To follow ☒ None

(f) Is the boiler and heating system working?

☒ Yes ☐ No ☐ Not known

(g) In what year was the boiler and heating system last serviced or maintained?

Year: ☒ Not known

Please supply a copy of any service report.

☐ Attached ☐ To follow

(h) If there is more than one heating system, attach answers to 11.4(a)–(g) separately.

☐ Attached ☒ To follow

Drains and sewers

11.5 Is the property connected to mains:

(a) foul water drainage?

☒ Yes ☐ No ☐ Not known

(b) surface water drainage?

☐ Yes ☐ No ☒ Not known

11.6 Is sewerage for any part of the property provided by:

(a) a septic tank?

☐ Yes ☒ No

(b) a sewage treatment plant?

☐ Yes ☒ No

(c) a cesspool?

☐ Yes ☒ No

If your answer is yes to any question in 11.6(a)–(c), answer question 11.7 below. Otherwise continue to question 12.

11.7 If yes:

(a) when did the discharge commence? (MM/YYYY)

Month/Year: ☐ Not known

(b) when was the system installed? (MM/YYYY)

Month/Year:

(c) when was the sewerage system last replaced or upgraded? (MM/YYYY)

Month/Year:

(d) if a cesspool, when was the container last emptied? (MM/YYYY)

Month/Year:

(e) if the property is served by a sewage treatment plant, when was the treatment plant last serviced?
(MM/YYYY)

Month/Year:

(f) does the sewerage system discharge to the ground or to surface water?

☐ Ground ☐ Surface water

(g) if the sewerage system discharges to the ground, does it have an infiltration system?

☐ Yes ☐ No

(h) is the use of the sewerage system shared with other properties?

☐ Yes ☐ No

If yes, give details about how many properties share the system, the arrangements for jointly managing it and how the costs are shared:

(i) is any part of the sewerage system, or the access to it, outside the boundary of the property?

☐ Yes ☐ No

If yes, supply a plan showing the location of the system and how access is obtained.

☐ Attached ☐ To follow

(j) If you have a permit or documents relating to any of your answers to questions 11.7(a)-(i), supply a copy.

☐ Attached ☐ To follow ☐ Not applicable

12. Connection to services

For more information and help answering these questions, see [section 12 of the explanatory notes](#).

Mark the 'yes' or 'no' boxes to show which of the following services are connected to the property and give details of any providers:

Mains electricity

☒ Yes ☐ No

Provider's name:

Location of meter:

MPAN number:

Mains gas

☐ Yes ☒ No

Provider's name:

Location of meter:

MPAN number:

Mains water

☒ Yes ☐ No

Provider's name:

Location of stopcock:

Location of meter (if any):

Mains sewerage☒ Yes ☐ No

Provider's name:

Small sewage treatment plant☐ Yes ☒ No

Provider's name:

Make/model:

Service provider's name:

Shared ground / air source heat pumps☐ Yes ☒ No

Provider's name:

Make/model:

Service provider's name:

Telephone☐ Yes ☒ No

Provider's name:

Broadband☐ Yes ☒ No

Provider's name:

If there are any other services, please give details:

13. Transaction informationFor more information and help answering these questions, see **section 13 of the explanatory notes**.**13.1** Does this sale depend on you completing the purchase of another property on the same day?☐ Yes ☒ No**13.2** Do you have any special requirements about a moving date?☐ Yes ☒ No

If yes, please give details:

Occupiers**13.3** Do you live at the property?☐ Yes ☒ No

13.4 Does anyone else, aged 17 or over, live at the property?

☒ Yes ☐ No

If yes:

(a) state the full names of any occupiers (other than the sellers) aged 17 or over:

[REDACTED]

(b) are any of those occupiers who are aged 17 or over your tenants or lodgers?

☒ Yes ☐ No

13.5 Is the property being sold with vacant possession (empty of all occupiers, rubbish and any contents or fittings not included in the sale)?

☐ Yes ☒ No

13.6 Have all occupiers aged 17 or over agreed to sign the sale contract and to vacate the property on or before completion?

☐ Yes ☒ No

13.7 If the property is not being sold with vacant possession, provide details of all occupiers and copies of their tenancy agreements.

☐ Attached ☒ To follow

14. Completion

For more information and help answering these questions, see [section 14 of the explanatory notes](#).

14.1 Will the sale price be sufficient to pay off on completion all mortgages and charges secured on the property?

☐ Yes ☒ No ☐ No mortgage

14.2 Will you ensure that before or on completion:

(a) all rubbish is removed from the property (including from the loft, garden, outbuildings, garages and sheds) and that the property will be left in a clean and tidy condition?

☐ Yes ☒ No

(b) if light fittings are removed, the fittings will be replaced with ceiling rose, flex, bulb holder and bulb?

☒ Yes ☐ No

(c) reasonable care will be taken when removing any other fittings or contents?

☒ Yes ☐ No

(d) keys to all windows and doors and details of codes for alarms and any other equipment will be left at the property or with the estate agent?

☒ Yes ☐ No

15. Additional information about your answers

15.1 Please supply copies of all consents that have been given under any covenants, estate management schemes or other restrictions affecting the title to the property for all actions you have disclosed in your answers to questions 5 (Alterations), 8.5 (Green Deal), 10.3 (EV charging points) and 11 (Services).

Tick all that apply.

☐

Attached

☐

To follow

☒

Not applicable

☐

Not available

(a) List the consents that are attached or to follow:

Consents attached:

Consents to follow:

(b) List any consents that are not available:

15.2 If there is any further information about **any of your answers on this form**, provide details below and/or supply additional documents.

☐

Attached

☐

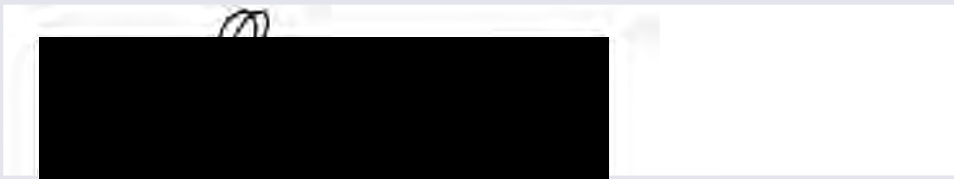
To follow

☒

Not applicable

Each seller should sign this form to confirm that the information provided is truthful and complete to the best of their knowledge.

Signed:



Dated:

10/04/2026

Law Society Fittings and Contents Form (3rd edition)

Address of the property

Flat 12 Clifton House
Broadway
Cardiff

Postcode C F 2 4 1 A A

Full names of the seller

Seller's solicitor

Name of solicitor's firm

SPICKETTS BATTRICK LAW PRACTICE

Address

3-4 Gelliwastad Road
Pontypridd

Postcode C F 3 7 2 A U

Email

Reference number

About this form

The aim of this form is to make clear to the buyer which items are included in the sale. It must be completed accurately by the seller as the form may become part of the contract between the buyer and seller.

It is important that sellers and buyers check the information in this form carefully.

Definitions

- z 'Seller' means all sellers together where the property is owned by more than one person.
- z 'Buyer' means all buyers together where the property is being bought by more than one person.



Instructions to the seller and the buyer

In each row, the seller should tick the appropriate box to show whether:

- z the item is included in the sale ('Included');
- z the item is excluded from the sale ('Excluded');
- z there is no such item at the property ('None').

Where an item is excluded from the sale the seller may offer it for sale by inserting a price in the appropriate box. The buyer can then decide whether to accept the seller's offer.

A seller who inserts a price in this form is responsible for negotiating the sale of that item directly with the buyer or through their estate agent. If the seller or buyer instructs their solicitor to negotiate the sale of such an item, there may be an additional charge.

Sellers and buyers should inform their solicitors of any arrangements made about items offered for sale.

If the seller removes any fixtures, fittings or contents, the seller should be reasonably careful to ensure that any damage caused is minimised.

Unless stated otherwise, the seller will be responsible for ensuring that all rubbish is removed from the property (including from the loft, garden, outbuildings, garages and sheds), and that the property is left in a reasonably clean and tidy condition

1 Basic fittings

	Included	Excluded	None	Price	Comments
Boiler/immersion heater	☒	☐	☐		
Radiators/wall heaters	☒	☐	☐		
Night-storage heaters	☐	☐	☒		
Free-standing heaters	☐	☐	☒		
Gas fires (with surround)	☐	☐	☒		
Electric fires (with surround)	☐	☐	☒		
Light switches	☒	☐	☐		
Roof insulation	☐	☐	☒		
Window fittings	☒	☐	☐		
Window shutters/grilles	☐	☐	☒		
Internal door fittings	☒	☐	☐		
External door fittings	☒	☐	☐		
Doorbell/chime	☐	☐	☒		

1 Basic fittings (continued)

	Included	Excluded	None	Price	Comments
Electric sockets	☒	☐	☐		
Burglar alarm	☐	☐	☒		
<i>Other items (please specify)</i>					
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		

2 Kitchen

Note: In this section please also indicate whether the item is fitted or freestanding.

	Fitted	Free-standing	Included	Excluded	None	Price	Comments
Hob	☒	☐	☒	☐	☐		
Extractor hood	☒	☐	☒	☐	☐		
Oven/grill	☒	☐	☒	☐	☐		
Cooker	☐	☐	☐	☐	☒		
Microwave	☐	☐	☐	☐	☒		
Refrigerator/fridge-freezer	☐	☒	☒	☐	☐		
Freezer	☐	☐	☐	☐	☒		
Dishwasher	☐	☐	☐	☐	☒		
Tumble-dryer	☐	☐	☐	☐	☒		
Washing machine	☐	☒	☒	☐	☐		
<i>Other items (please specify)</i>							
	☐	☐	☐	☐	☐		
	☐	☐	☐	☐	☐		
	☐	☐	☐	☐	☐		
	☐	☐	☐	☐	☐		

3 Bathroom

	Included	Excluded	None	Price	Comments
Bath	☒	☐	☐		
Shower fitting for bath	☒	☐	☐		
Shower curtain	☒	☐	☐		
Bathroom cabinet	☒	☐	☐		
Taps	☒	☐	☐		
Separate shower and fittings	☐	☐	☒		
Towel rail	☐	☐	☒		
Soap/toothbrush holders	☐	☐	☒		
Toilet roll holders	☒	☐	☐		
Bathroom mirror	☒	☐	☐		

4 Carpets

	Included	Excluded	None	Price	Comments
Hall, stairs and landing	☒	☐	☐		
Living room	☒	☐	☐		
Dining room	☐	☐	☒		
Kitchen	☐	☐	☒		
Bedroom 1	☒	☐	☐		
Bedroom 2	☐	☐	☒		
Bedroom 3	☐	☐	☒		
<i>Other rooms (please specify)</i>					
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		

5 Curtains and curtain rails

	Included	Excluded	None	Price	Comments
Curtain rails/poles/pelmets					
Hall, stairs and landing	☐	☐	☒		
Living room	☒	☐	☐		
Dining room	☐	☐	☒		
Kitchen	☐	☐	☒		
Bedroom 1	☒	☐	☐		
Bedroom 2	☐	☐	☒		
Bedroom 3	☐	☐	☒		
<i>Other rooms (please specify)</i>					
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		
Curtains/blinds					
Hall, stairs and landing	☐	☐	☒		
Living room	☐	☒	☐	0	Believed to be tenants own
Dining room	☐	☐	☒		
Kitchen	☐	☐	☒		
Bedroom 1	☐	☒	☐	0	Believed to be tenants own
Bedroom 2	☐	☐	☒		
Bedroom 3	☐	☐	☒		
<i>Other rooms (please specify)</i>					
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		

6 Light fittings

Note: If the seller removes a light fitting, it is assumed that the seller will replace the fitting with a ceiling rose, a flex, bulb holder and bulb and that they will be left in a safe condition.

	Included	Excluded	None	Price	Comments
Hall, stairs and landing	☒	☐	☐		
Living room	☒	☐	☐		
Dining room	☐	☐	☒		
Kitchen	☒	☐	☐		
Bedroom 1	☒	☐	☐		
Bedroom 2	☐	☐	☒		
Bedroom 3	☐	☐	☒		
<i>Other rooms (please specify)</i>					
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		

7 Fitted units

Note: Fitted units include, for example, fitted cupboards, fitted shelves, and fitted wardrobes.

	Included	Excluded	None	Price	Comments
Hall, stairs and landing	☐	☐	☒		
Living room	☐	☐	☒		
Dining room	☐	☐	☒		
Kitchen	☒	☐	☐		
Bedroom 1	☐	☐	☒		
Bedroom 2	☐	☐	☒		
Bedroom 3	☐	☐	☒		

7 Fitted units (continued)

	Included	Excluded	None	Price	Comments
<i>Other rooms (please specify)</i>					
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		

8 Outdoor area

	Included	Excluded	None	Price	Comments
Garden furniture	☐	☐	☒		
Garden ornaments	☐	☐	☒		
Trees, plants, shrubs	☐	☐	☒		
Barbecue	☐	☐	☒		
Dustbins	☐	☐	☒		
Garden shed	☐	☐	☒		
Greenhouse	☐	☐	☒		
Outdoor heater	☐	☐	☒		
Outside lights	☐	☐	☒		
Water butt	☐	☐	☒		
Clothes line	☐	☐	☒		
Rotary line	☐	☐	☒		
<i>Other items (please specify)</i>					
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		

9 Television and telephone

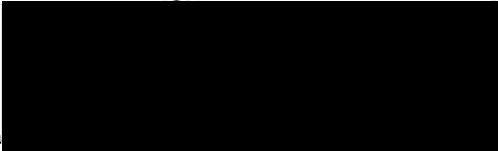
	Included	Excluded	None	Price	Comments
Telephone receivers	☐	☐	☒		
Television aerial	☐	☐	☒		
Radio aerial	☐	☐	☒		
Satellite dish	☐	☐	☒		

10 Stock of fuel

	Included	Excluded	None	Price	Comments
Oil	☐	☐	☒		
Wood	☐	☐	☒		
Liquefied Petroleum Gas (LPG)	☐	☐	☒		

11 Other items

	Included	Excluded	Price	Comments
	☐	☐		
	☐	☐		
	☐	☐		
	☐	☐		

Signed: 

Dated: 10/04/2026

Each seller should sign this form.

The Law Society is the representative body for solicitors in England and Wales.

TA7 Law Society Leasehold Information Form (5th edition) (2025)

1. Property and seller details

Address of the property

12 Clifton House
Broadway
Cardiff

Postcode:

C F 2 4 1 A A

UPRN (if known): 10014197430

Full name(s) of the seller(s)

[REDACTED]

About this form

This form is completed by the seller to supply information and documents relating to the leasehold aspects of the property, which may be relied upon as part of the conveyancing process.

This form is supplemental to and must be read together with the Property Information Form (TA6).

The instructions for the seller and information for the buyer in the Property Information Form (TA6) also apply to this Leasehold Information Form (TA7).

Please note that some of the categories listed in this form (such as management company, right to manage company, head leaseholder and managing agent) may not apply to your property.

Definitions

‘Building’ means the building containing the property.

‘Buyer’ means all buyers together where the property is being bought by more than one person.

‘Enfranchisement’ means the right of a tenant to purchase the freehold from their landlord or the right of the tenant to extend the term of their lease.

‘Freehold’ means the outright ownership of the land and the buildings on it and the interest from which any lease has been granted.

‘Freeholder’ refers to the person who has ownership of the freehold.

‘Ground rent’ means the rent payable to the landlord by the leaseholder as required by the lease.

‘Headlease’ means any lease held by the landlord of the building.

‘Head leaseholder’ refers to the person who owns any headlease of the building.

‘Landlord’ means the person or company that granted the lease, but where they are no longer the owner, it then means the person or company who now holds that interest.

‘Lease’ means the lease under which you hold the property.

‘Leaseholder’ means a tenant under a lease of a dwelling in a building.

‘Management company’ means the company named in the lease and appointed to manage any part of the property.

‘Managing agent’ refers to an agent appointed to act on behalf of a freeholder, a management company or under a headlease.

‘Neighbour’ means those occupying other units in the building or, if your property is a house, nearby houses.

‘Notice’ means notifications of all types, including formal and informal notices, letters and emails.

‘Property’ means the leasehold property being sold.

‘Right to manage’ means a collective right, given by the Commonhold and Leasehold Reform Act 2002, which leaseholders in a building containing flats have the right to exercise, allowing them to take over management of their building.

‘Seller’ means all sellers together where the property is owned by more than one person. This includes anyone who is acting on their behalf as a personal representative, attorney, trustee, or a company.

‘Service charge’ means the amount payable by a leaseholder as a contribution to the costs of services, repairs, maintenance, insurance, improvements or costs of management etc. as set out in the lease.

‘Shared ownership’ is a scheme that enables individuals to buy a portion of a property, typically between 10% and 75%, while paying rent on the remaining share to a housing association or other landlord.

‘You’ and ‘your’ refers to the seller or, where applicable, the personal representatives, attorneys or trustees for the seller.

2. The lease

2.1 What is the type of property included in the lease?

- ☒ Flat
- ☐ Maisonette
- ☐ Long leasehold house
- ☐ Leasehold garage
- ☐ Shared ownership
- ☐ Other

If the lease is a shared ownership, please discuss this with your solicitor. If other, please give details:

2.2 Please provide the most recent payment demands payable under the lease for:

- | | | | |
|-------------------------|--|---|--|
| (a) ground rent | ☐ Attached | ☐ To follow | ☒ Not applicable |
| (b) service charge | ☒ Attached | ☐ To follow | ☐ Not applicable |
| (c) buildings insurance | ☐ Attached | ☒ To follow | ☐ Not applicable |

3. Contact details

3.1 Please supply contact details, where known, for the following:

Landlord:

Name:

Address:

Email:

Management company:

Name:

Address:

Email:

Right to manage company:

Name:

Clifton House RTM Company Ltd

Address:

Old Auster
The Causeway
Mark

Postcode:

T	A	9		4	Q	F	
---	---	---	--	---	---	---	--

Email:

Freeholder where different from the landlord:

Name:

Address:

Email:

Head leaseholder (if applicable):

Name:

Address:

Email:

4. Management

4.1 Is a managing agent appointed to manage the building and collect service charges?

☐ Yes

☒ No

☐ Not applicable

If yes, provide details:

Name:

Address:

Email:

4.2 Does the managing agent arrange or collect charges for the insurance of the building?

☐ Yes

☒ No

☐ Not applicable

If no, please indicate who collects it:

☐ Freeholder

☐ Landlord

☒ Management company

☐ Head leaseholder

☐ Seller

☐ Other (please provide details)

4.3 If ground rent is payable, is it collected by the managing agent?

☐ Yes

☒ No

☐ Not applicable

If no, please indicate who collects it:

☐ Landlord

☐ Management company

☒ Other (please provide details)

ground rent not currently collected

4.4 Does the seller alone, or jointly with others, own the freehold, any headlease or a management company named in the lease?

☐ Yes

☒ No

☐ Not known

If yes, supply evidence of your ownership or share certificate for membership of the organisation that is responsible for the management of the building.

☐ Attached

☐ To follow

☐ Not available

4.5 Are you aware of any company responsible for managing the building having been dissolved or struck off the register at Companies House?

☐ Yes

☒ No

☐ Not applicable

If yes, please provide details:

5. Maintenance and service charges

5.1 In what year was the outside of the building last decorated?

Year

☒ Not known

5.2 In what year were any internal communal parts last decorated?

Year

☒ Not known

5.3 Do you contribute to the cost of maintaining the building?

☒ Yes

☐ No

If no to question 5.3, continue to **section 6 'Notices'** and do not answer questions 5.4–5.6 below..

5.4 Do you know of any expense (e.g. the cost of redecoration of outside or communal areas that is not usually incurred annually) that is likely to be shown in the service charge accounts within the next three years?

☐ Yes

☒ No

If yes, please give details:

5.5 Have you challenged the service charge or any expense in the last three years?

☐ Yes

☒ No

If yes, please give details:

5.6 Do you know of any issues in the last three years regarding the level of service charges or with the management?

☐ Yes

☒ No

If yes, please give details:

6. Notices

6.1 Have you received a notice that the landlord wants to sell the building?

☐ Yes ☒ No

If yes, please supply a copy.

☐ Attached ☐ To follow ☐ Lost

6.2 Have you received any other notice about the building, its use, its condition or its repair and maintenance?

☐ Yes ☒ No

If yes, please supply a copy.

☐ Attached ☐ To follow ☐ Lost

7. Enfranchisement

7.1 Have you served on the landlord a notice stating your wish to buy the freehold or be granted an extended lease?

☐ Yes ☒ No ☐ Not known ☐ Not required

If yes, please supply a copy.

☐ Attached ☐ To follow

7.2 Are you aware of the service of any notice relating to the possible collective purchase of the freehold of the building or part of it by a group of tenants?

☐ Yes ☐ No ☒ Not known ☐ Not required

If yes, please supply a copy.

☐ Attached ☐ To follow

7.3 Are you aware of any response to a notice disclosed in replies to 7.1 and 7.2 above?

☐ Yes ☐ No ☒ Not known ☐ Not required

If yes, please supply a copy.

☐ Attached ☐ To follow

8. Consents

8.1 Are you aware of any changes to the terms of the lease?

☐ Yes ☒ No

If yes, please supply further details and any documents relating to the variation:

☐ Attached ☐ To follow ☐ Lost

8.2 Are you aware of the landlord giving any formal or informal consents required by the lease?

☐ Yes ☒ No

If yes, please supply the consent or if the consent was not in writing, please give details:

☐ Attached ☐ To follow

9. Alterations

9.1 Are you aware of any alterations having been made to the property since the lease was originally granted?

☐ Yes ☒ No

If no, go to **section 10 'Complaints'** and do not answer questions 9.2 and 9.3 below..

9.2 Please give details of these alterations:

9.3 Was the landlord's consent for the alterations obtained?

☐ Yes ☐ No ☐ Not known ☐ Not required

If yes, please supply a copy.

☐ Attached ☐ To follow

10. Complaints

10.1 Are you aware of any complaint received from the landlord, the management company or any neighbour about anything you have or have not done?

☐ Yes ☐ No ☒ Not known

If yes, please give details:

10.2 Are you aware of any complaint made to or about the landlord, the management company, or any neighbour?

☐ Yes ☐ No ☒ Not known

If yes, please give details:

11. Building safety for blocks of flats

If the property is not a flat in a block, [continue to section 12](#) and do not answer questions 11.1–11.6 below.

Building safety notes and definitions.

The Building Safety Act 2022 introduced leaseholder protections for qualifying leaseholders. Guidance about the protections for leaseholders is available at:

www.gov.uk/guidance/building-safety-leaseholder-protections-guidance-for-leaseholders

‘Landlord’s certificate’ is the certificate set out in Schedule 1 of The Building Safety (Leaseholder Protections) (England) Regulations 2022.

‘Leaseholder deed of certificate’ means the certificate set out in the Schedule to The Building Safety (Leaseholder Protections) (Information etc.) (England) Regulations 2022.

A deed of certificate confirms whether the leaseholder is eligible for the leaseholder protections. Guidance about the leaseholder deed of certificate is available at:

www.gov.uk/guidance/mandatory-information-required-from-leaseholders-and-building-owners

and frequently asked questions about the leaseholder deed of certificate is available at:

www.gov.uk/guidance/leaseholder-protections-deed-of-certificate-frequently-asked-questions

‘Relevant building’ has the meaning given in sections 117 and 118 of the Building Safety Act 2022.

‘Remediation works’ means remediation of certain defects in buildings as provided for under sections 116 to 125 of, and Schedule 8 to, the Building Safety Act 2022.

11.1 Are you aware of the existence or suspected existence in the building of cladding or any defects that may create a building safety risk?

☐ Yes ☒ No

If yes, please give details:

11.2 Have any remediation works on the building been proposed or carried out?

☐ Yes ☐ No ☒ Not known

If yes, provide details of the remediation works proposed and evidence of any carried out.

☐ Attached ☐ To follow

11.3 Is the property within a relevant building (11 metres or more in height or at least 5 storeys and contains at least 2 dwellings) and is not leaseholder-owned?

☐ Yes ☐ No ☒ Not known

If no, [go to question 12](#) and do not answer questions 11.4 to 11.6.

11.4 Is there a leaseholder deed of certificate for the property?

☐ Yes ☐ No ☐ Not applicable

If yes, supply a copy of the leaseholder deed of certificate and the accompanying evidence.

☐ Attached ☐ To follow

11.5 Has the landlord been notified of your intention to sell the property?

☐ Yes ☐ No ☐ Not known

11.6 Have you received a landlord's certificate and the accompanying evidence?

☐ Yes ☐ No

If yes, supply a copy of the landlord's certificate and the accompanying evidence.

☐ Attached ☐ To follow

12. Additional information about any of your answers

If there is any further information about any of your answers on this form, provide details below and/or supply additional documents.

☐ Attached ☐ To follow ☐ Not applicable

Each seller should sign this form to confirm that the information provided is truthful and complete to the best of their knowledge.

Signed:

Dated:

10/04/2026

LEASEHOLD PROPERTY ENQUIRIES

LPE1

Property:	Flat 12 Clifton House, Broadway, Cardiff	Post Code: CF24 1AA
Seller:		
UPRN: (if known)		

These enquiries are asked on behalf of buyers. The Seller should only respond to these enquiries if they are the Landlord, the Management Company, the Managing Agent or the Residents' or Tenants' Association or are representing any of them.

TERM	DEFINITION
Ground Rent	The rent payable to the landlord by the lessee as required by the lease.
HMO	A House in Multiple Occupation as defined by section 257 of the Housing Act 2004.
Landlord	The person or company which has granted a lease over the Property to the owner of the Property.
Leaseholder Deed of Certificate	The Leaseholder's Certificate under the Building Safety (Leaseholder Protections) (Information etc.) (England) Regulations 2022 where the building is a relevant building (11 meters or more in height or at least 5 storeys and contains at least 2 dwellings) and is not leaseholder-owned, and the leaseholder protections apply under the Building Safety Act.
Landlord's certificate	The Landlord's Certificate under The Building Safety (Leaseholder Protections) (England) Regulations 2022 where the property is a relevant building (11 meters or more in height or at least 5 storeys) and the Regulations apply.
Lessees	The owners of properties in the Managed Area.
Managed Area	The properties including the building containing the Property, together with any land, managed by or on behalf of the Landlord under the terms of the lease. Managed Areas are sometimes also called common parts.
Management Company	A management company referred to in the lease, or a Right to Manage Company created under the Commonhold & Leasehold Reform Act 2002, to provide services and administer the terms of the lease either directly or through managing agents.
Managing Agent	A person or organisation which acts on behalf of the landlord, management company or Right to Manage Company [within their terms of reference, subject to any legal restrictions].
Property	The property known by the above address, including any land and outbuildings leased to the Seller.
Reserve Fund	A fund collected from the Lessees which allows the build-up of monies to pay for repairs and the replacement of major items (such as lifts) or to equalise cyclical expenditure (such as external decoration), avoiding excessive peaks in the Service Charge. Reference to Reserve Fund includes any sinking fund or replacement fund.
Residents'/Tenants' Association	A group of some or all of the Lessees with or without a formal constitution or corporate status, or a recognised residents association which is 'recognised' by law and with a formal constitution.

Right to Manage Company	A company owned by the Lessees, that manages the Managed Areas, within their terms of reference, subject to any limitations.
Service Charge	The amount payable by a lessee as a contribution to the costs of services, repairs, maintenance, insurance, improvements or costs of management etc. as set out in the lease. The amount payable may vary according to the costs incurred or to be incurred.
Section 20	Section 20 of the Landlord & Tenant Act 1985, which requires the Landlord or Managing Agents to consult with the Lessees about certain proposed works.

Please complete the information requested. It is important that the incoming lessee is fully aware of their obligations so the information given must be as accurate as possible. If there is insufficient space, continue on a separate sheet.

SECTION 1: CONTACT DETAILS		<i>Complete the details for the relevant parties or cross through if not applicable. If there are more parties involved, provide details on a separate sheet.</i>	
1.1	Landlord	1.2	Management Company
Name	Tribute Homes Broadway Ltd - Dissolved	Name	Clifton House RTM Co Ltd
Address	Freehold held by Crown Estates subject to escheat to the Crown at common law	Address	Old Auster The Causeway Mark, Somerset TA9 4QF
Telephone		Telephone	
Email		Email	
Please provide your bank details if you accept payments electronically and confirm the nature of payments e.g. Ground rent/Service Charges/ Administration fees/All		Please provide your bank details if you accept payments electronically and confirm the nature of payments e.g. Ground rent/Service Charges/ Administration fees/All	
Sort Code:		Sort Code:	
Account Name:		Account Name:	
Account Number:		Account Number:	
Reference to quote:		Reference to quote:	
Fee Type:		Fee Type:	
1.3	Managing Agent	1.4	Residents'/Tenants' Association
Name		Name	
Address		Address	
Telephone		Telephone	
Email		Email	
Appointed by:	☐ Management Company ☐ Landlord ☐ Other		
Please provide your bank details if you accept payments electronically and confirm the nature of payments e.g. Ground rent/Service Charges/ Administration fees/All		Please provide your bank details if you accept payments electronically and confirm the nature of payments e.g. Ground rent/Service Charges/ Administration fees/All	
Sort Code:		Sort Code:	
Account Name:		Account Name:	
Account Number:		Account Number:	
Reference to quote:		Reference to quote:	
Fee Type:		Fee Type:	

1.5

Legal Representative of one of the above

Name				
Address				
Telephone				
Email				
Appointed by:	☐ Landlord	☐ Management Company		
	☐ Managing Agent	☐ Residents'/Tenants' Association	☐ Other	

1.6

Who accepts service of the Notice of Assignment & Charge?

Tick the box beside each applicable party and state the total fee including VAT for notice of assignment and charge.

Tick "Notice via email" column to confirm whether you will accept notice via email

☐ Landlord	£		☐ Notice via email
☒ Management Company	£	£100.00	☒ Notice via email
☐ Managing Agent	£		☐ Notice via email
☐ Other	£		☐ Notice via email

If other, provide contact details for service:

Name

Address

Telephone

Email

Capacity (e.g. Landlord's lawyer)

1.7

Who collects the Ground Rent?

☐ Landlord	☒ Management Company If demanded	☐ Managing Agent	☐ N/A
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1.8

Who collects the Service Charges?

☐ Landlord	☒ Management Company	☐ Managing Agent	☐ N/A
-----------------------------------	--	---	------------------------------

1.9

Who collects the building insurance premiums?

☐ Landlord	☒ Management Company	☐ Managing Agent	☐ N/A
-----------------------------------	--	---	------------------------------

1.10

Who deals with the day to day maintenance of the building?

☐ Landlord	☒ Management Company	☐ Managing Agent	☐ the Lessees
-----------------------------------	--	---	--------------------------------------

1.10.1. If the Lessees, please provide the contact details of the Lessee in charge

- 1.11 Who deals with the day to day maintenance of the Managed Area?
☐ Landlord ☒ Management Company ☐ Managing Agent ☐ the Lessees ☐ N/A
- 1.12 Who organises and administers the buildings insurance?
☐ Landlord ☒ Management Company ☐ Managing Agent ☐ the Lessees ☐ N/A

SECTION 2: TRANSFER & REGISTRATION

- 2.1 Is a Deed of Covenant required? ☐ Yes ☐ No ☒ Not Known
- 2.1.1 If Yes, confirm the costs applicable to the Deed including VAT £ _____
- 2.1.2 Provide details of the person who deals with the Deed of Covenant
- 2.2 Is a Licence to Assign required? ☐ Yes ☒ No
- 2.3 If Yes, specify requirements e.g. references, and any costs applicable to the Licence:
- 2.4 Are you aware of consent having been given to any alterations or additions to the Property? ☐ Yes ☒ No
- 2.4.1 If Yes, provide details and copies of any consent:
- 2.5 Is the incoming Lessee required to take a share in, or become a member of, the Management Company? ☐ Yes ☒ No ☐ N/A
- 2.5.1 If Yes, provide details of the procedure and fees:
NB Include details of the person who deals with the new certificate or share.
- 2.6 What is the procedure and cost for obtaining a certificate in accordance with a restriction in the Proprietorship Register at the Land Registry, if applicable?

SECTION 3: GROUND RENT

- 3.1 What is the annual Ground Rent payable for the Property? £ _____
- 3.2 Is the Ground Rent paid up to date? ☒ Yes ☐ No ☐ N/A ground rent not payable
- 3.2.1 If No, supply details of the arrears:
- 3.3 What period is covered by the last demand? From: ____ / ____ / ____ To: ____ / ____ / ____

SECTION 4: SERVICE CHARGE

- 4.1 How many properties contribute toward the maintenance of the Managed Area?
- 4.1.1 What is the current annual Service Charge for the Property? £
- 4.1.2 If the Service Charge has been collected on an 'ad hoc' basis, what have been the expenses over the last 3 years?
- 4.2 Is the Service Charge paid up to date for the Property? ☒ Yes ☐ No
- 4.2.1 If No, supply details of the arrears:
- 4.3 Is any excess payment anticipated for the Property at the end of the financial year? ☐ Yes ☒ No
- 4.3.1 If Yes, provide details:
- 4.4 What period is covered by the last demand? From: To:
- 4.5 In the last 12 months, has any inability to collect payments, from any party, affected (or is it likely to affect), the maintenance of the Managed Area? ☐ Yes ☒ No
- 4.5.1 If Yes, provide details:
- 4.6 Does a Reserve Fund apply to the Managed Area? ☐ Yes ☒ No
- 4.6.1 If Yes, confirm the amount collected from Lessees of the Property, currently held in the Reserve Fund: £
- 4.6.2 Is the amount expected to be sufficient to cover the known Section 20 expenditure? ☐ Yes ☐ No
- 4.6.3 If No, supply details:
- 4.7 Confirm the date when the Managed Areas were last decorated, internally and externally. Internally Date: To:
Externally Date: To:
- 4.8 Within the next 2 years, are any Section 20 works proposed to the Property? ☐ completed but unpaid
☐ due
☐ anticipated
☒ N/A
- 4.8.1 If so, provide details of the works and the contribution anticipated from the Lessee:
- 4.9 Is any increase in the Service Charge over 10% or £100, whichever is the greater, anticipated in the next 2 years? ☐ Yes ☒ No

4.9.1 If Yes, provide details:

4.10 Are there any outstanding Service Charge consultation procedures?

☐ Yes ☒ No

4.10.1 If Yes, provide details:

4.11 Are the Managed Areas known to be affected by Japanese knotweed?

☐ Yes ☒ No

4.11.1 If Yes, provide details and a copy of any Japanese knotweed management plan in place.

4.12 Are there any:
-transfer fees,
-deferred service charges or
-similar fees
expressed as a percentage of the Property's value payable
on an event such as resale or subletting?

☐ Yes ☒ No

4.12.1 If Yes, provide details:

4.13 Do all properties in the Managed Area contribute to the Service Charge?

☒ Yes ☐ No

4.13.1 If No, provide details as to why not

4.14 Has a Leaseholder Deed of Certificate been served on the Landlord in relation to the property or remedial works required to the property?

☐ Yes ☐ No Certificate Served
☒ Not applicable

4.15 Has a Landlord's Certificate been served?

☐ Yes ☐ No Certificate Served
☒ Not applicable

SECTION 5: BUILDINGS INSURANCE

5.1 Are the buildings insurance premium contributions paid up to date for the Managed Areas including the Property?

☒ Yes ☐ No

5.1.1 If No, provide details of the arrears:

5.2 What period is covered by the last demand?

From: 01 / 02 / 2026 To: 31 / 01 / 2027

5.3 Has the premium been paid in full?

☒ Yes ☐ No

5.3.1 If No, provide details:

5.4 Have any claims been made against the policy during the last 3 years?

☐ Yes ☒ No ☐ Not Known

5.4.1 If Yes, provide details:

- 5.5 Are any claims anticipated? ☐ Yes ☒ No
- 5.5.1 If Yes, provide details:
- 5.6 Are the Managed Areas covered by the policy? ☒ Yes ☐ No
- 5.6.1 (i) Has a fire risk assessment been completed? ☒ Yes ☐ No ☐ No common parts
- (ii) Has an external wall fire risk assessment been completed? ☐ Yes ☒ No
- 5.6.2 (i) If Yes to either, have urgent or essential works been recommended? ☒ Yes ☐ No ☐ N/A
- (ii) Have these been carried out? ☒ Yes ☐ No ☐ N/A
- (iii) Is there any outstanding enforcement action against the landlord or accountable person (such as outstanding enforcement notices)? ☐ Yes ☒ No ☐ N/A
- If Yes, by what date is this remedial action required? ___ / ___ / ___ ☐ N/A
- 5.7 Are you aware of any reason why comprehensive insurance will not be available on standard terms in future? ☐ Yes ☒ No
- 5.7.1 If Yes, provide details:
- 5.8 Are you aware of any non-compliance with the insurance conditions that would render the policy void? ☐ Yes ☒ No
- 5.8.1 If Yes, provide details:
- 5.9 Please confirm the date of the last buildings reinstatement cost assessment. 24/ 12 / 2025
- 5.10 Is the insurance premium included in the service charge budget? ☒ Yes ☐ No
- 5.10.1 If No, confirm the annual amount payable for the Property: £ _____

SECTION 6: DISPUTES & ENFRANCHISEMENT

- 6.1 Are there any on-going forfeiture proceedings in relation to the Property? ☐ Yes ☒ No
- 6.2 Are there any documented unresolved disputes with the Lessees of any of the properties in the Managed Area? ☐ Yes ☒ No
- 6.2.1 If Yes, to the extent permitted by the UK General Data Protection Regulations, please supply details:

6.3 Have any steps been taken by anyone to enfranchise, exercise the right to manage, form a right to enfranchise or management company, extend the term of the lease of the Property or anything similar? ☐ Yes ☒ No ☐ Not Known

6.3.1 If Yes, provide details and copies of relevant documentation:

6.4 Are you aware of any breach of the terms of the lease of this Property? ☐ Yes ☒ No

6.4.1 If Yes, provide details:

SECTION 7: GENERAL

7.1 How many other properties are there in the Managed Area? 13

7.2 Are they all leased on leases with similar terms? ☒ Yes ☐ No ☐ Not Known

7.2.1 If No, provide details:

7.3 Is the building in which the Property is situated known to be an HMO? ☐ Yes ☒ No ☐ Not Known

7.3.1 If Yes, confirm that regulations applicable to section 257 Housing Act 2004 HMOs have been complied with:

7.4 Are there any parking regulations or restrictions in addition to any set out in the lease? ☐ Yes ☒ No

7.4.1 If Yes, provide details:

7.5 If there is a restriction in the lease on keeping pets, please outline the requirements: ☐ N/A ☒ Restrictions apply.
Provide details

Requires Management Company's consent

SECTION 8: REQUIRED DOCUMENTS

Please provide the following applicable documents:-

8.1 The last 3 years published Service Charge accounts: ☒ Enclosed ☐ To follow ☐ N/A

8.2 Buildings insurance policy and schedule: ☒ Enclosed ☐ To follow ☐ N/A

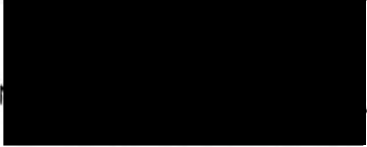
8.3 Buildings insurance policy and schedule for the Managed Areas: ☒ Enclosed ☐ To follow ☐ N/A

8.4 Service charge estimate for the current year and details of the anticipated payments on account for the Property: ☐ Enclosed ☐ To follow ☒ N/A

8.5 Service charge estimate for the previous year for which accounts have not yet been prepared for the Property: ☐ Enclosed ☐ To follow ☒ N/A

- | | | | | |
|------|---|---|------------------------------------|---|
| 8.6 | Copies of any notices served on the Lessees under Section 20 in respect of any proposed works or any works which have not yet been paid for: | ☐ Enclosed | ☐ To follow | ☒ N/A |
| 8.7 | Documentation relating to any forfeiture proceedings applicable to the Property: | ☐ Enclosed | ☐ To follow | ☒ N/A |
| 8.8 | Any additional regulations or rules affecting the Property which are not contained in the lease: | ☐ Enclosed | ☐ To follow | ☒ N/A |
| 8.9 | Any Deeds of Variation or other document varying the terms of the lease of this Property: | ☐ Enclosed | ☐ To follow | |
| | | ☐ Landlord's lawyer provides | | |
| | | ☐ Please supply draft | | ☒ N/A |
| 8.10 | Any required Deed of Covenant: | ☐ Enclosed | ☐ To follow | |
| | | ☐ Landlord's lawyer provides | | |
| | | ☐ Please supply draft | | ☒ N/A |
| 8.11 | Any Certificate of Compliance: | ☐ Enclosed | ☐ To follow | |
| | | | Fee £ _____ | |
| | | ☐ Landlord's lawyer provides | | |
| | | ☐ Please supply draft | | ☐ N/A |
| 8.12 | Any required Licence to Assign: | ☐ Enclosed | ☐ To follow | |
| | | ☐ Landlord's lawyer provides | | |
| | | ☐ Please supply draft | | ☐ N/A |
| 8.13 | Copy of any permission to alter the Property which has been issued: | ☐ Enclosed | ☐ To follow | ☒ N/A |
| 8.14 | Copy of any known notices served on the Lessee and documentation arising from them: | ☐ Enclosed | ☐ To follow | ☒ N/A |
| 8.15 | Asbestos Survey for parts of the Managed Area built or converted before 2001: | ☐ Enclosed | ☐ To follow | ☒ N/A |
| 8.16 | Fire Risk Assessment for the Managed Area: | ☒ Enclosed | ☐ To follow | ☐ N/A |
| 8.17 | Memorandum and Articles of Association of the Management Company: | ☒ Enclosed | ☐ To follow | ☐ N/A |
| 8.18 | Minutes from the last AGM for the Management Company: | ☐ Enclosed | ☐ To follow | ☒ N/A |
| 8.19 | Leaseholder Deed of Certificate | ☐ Enclosed | ☐ To follow | ☒ N/A |
| 8.20 | Landlord's Certificate | ☐ Enclosed | ☐ To follow | ☒ N/A |
| 8.21 | Known enforcement notices served on the landlord or accountable person (where the building is residential and is at least 18 meters or 7 storeys) | ☐ Enclosed | ☐ To follow | ☒ N/A |

By signing the form you are confirming that you are the person authorised to provide the information which you have completed in it on behalf of those parties which you have selected from the list, and that a buyer may rely on the information which you have supplied without applying to any other party except where you have left a section blank because you do not have the authority to provide the information.

Signed 	Dated 20 April 2026
Print Name  Company: Clifton House RTM Co Ltd	<i>Please tick as applicable below, to confirm the capacity in which the answers are given.</i> ☐ Managing Agent ☒ Management Company ☐ Landlord ☐ Residents' Association

Note

Additional enquiries. Raise only those specific additional enquiries required to clarify issues arising out of the documents submitted or which are relevant to the management of the Property or which the buyer has expressly requested. Resist raising any general additional enquiries that can be established by the buyer's own enquiries, survey or personal inspection.

Disclaimer

Whilst care has been taken in the preparation of this form, no legal liability is accepted by the organisations which created the form. This disclaimer does not affect the legal responsibilities of the person, or organisation, completing this form to answer to the best of their knowledge and ability. If you have any queries you should discuss these with your conveyancer or solicitor.





Cadbury Business Management Ltd

Old Auster, The Causeway, Mark, Somerset, TA9 4QF

Tel: 01275 277217 Email: accounts@cbmltd.com

SB Lawyers Ltd
126 Clifton Street
Roath
Cardiff
CF24 1LX

Invoice No 106904
Invoice Date 20/04/2026
Account Ref SBLA01

Invoice

Details

Amount

£

Preparation of LPE1 form for 12 Clifton House, Broadway Cardiff CF24 1AA

200.00

*** PAID IN FULL ***

0.00

Please make payments to :-



Invoice Total

200.00

Payment terms : Strictly 7 days

Company registered in England number 04171383



Fire Risk Assessment



Carried out on behalf of

RTM Company Limited

On the

20 Sep 2023

By

Josh Wilby

1. Risk Summary
2. Risk Assessment
 - 01 - Persons at Risk
 - 02 - Sources of Ignition
 - 03 - Sources of Fuel
 - 04 - Construction
 - 05 - Means of Escape
 - 06 - Fire-fighting Equipment
 - 07 - Fire Detection and Warning
 - 08 - Emergency Lighting
 - 09 - Firefighters Provisions
 - 10 - Management
 - 11 - Signs and Signals
 - 12 - Effects on the Environment
3. Action Plan
4. Archive

FIRE RISK ASSESSMENT GUIDANCE NOTES

This Fire Risk Assessment has been compiled and formulated as required by the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only). It has been constructed to be used as a tool for the safe management of a work place.

To use the Risk Assessment effectively follow the points below:-

1. Read the risk summary as a snap shot of the premises on the day of the Fire Risk Assessment. Recommendations from the Action Plan may have already been implemented by the time you read this.
2. The Risk Assessment is broken into the following twelve sections.
3. The Action Plan is the observations and recommendations of the Fire Assessor using their competence and experience to ensure the most pragmatic approach is applied to all significant findings.
 - a. Read the Action Plan in its entirety as some actions may have an impact on other recommendations.
 - b. Once the recommended action has been completed, the responsible person must sign and date the page relating to the non conformity this will then be automatically stored in the Archive Section which provides an audit trail.
4. It is essential that the Fire Log Book is maintained by the Responsible Person, to ensure that all tests, maintenance, practice drills and periods of instruction are recorded. If used as designed, this will then prove to be an invaluable Management tool.
5. If there are any material changes to the structure, layout, use of the building, type of business or changes in the number of staff then a new Fire Risk Assessment must be carried out. The Fire Risk Assessment should be reviewed by a competent person by the review date or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes to the premises, the occupancy or its use. It is recommended to have a review carried out annually to ensure all fire safety measures and practices are being adhered to.

SECTION 1: MANAGEMENT OVERVIEW - RISK ASSESSMENT

Address

RTM Company Limited
1 Broadway, Clifton House
Splott
CF24 1AA

Responsible Person

Brain Ashworth

Article 5(3) Persons

Telephone

07739819878

Email

brainashworth@hotmail.co.uk



Building Id

10058965

Assessment Id

10104255

This Risk Assessment was carried out on 20 Sep 2023 and the assessor has stated that this building cannot be below Low risk.

Building Details:

Assessor:	Josh Wilby
Checked By:	
Validated By:	
Area:	
Number of floors:	4
Occupied floors:	4
Number of occupants:	15-35
Is customer LandLord?:	No
Type of alarm:	

Live Fire Log Book

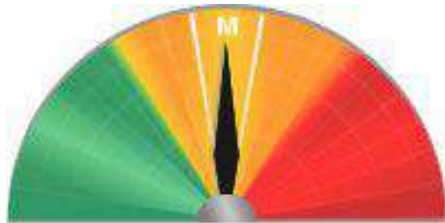
Next Due Date

Risk Assessment	28/09/2024
Fire Drill	No Records
Fire extinguisher maintenance:	NA
Fire Safety Training	NA
Fire Marshal Training	NA
Fire Alarm Service	Records held off-site
Emergency Lighting Service	Records held off-site

Description of Property

4 Storey building which consists of flats and communal areas. Building is constructed out of bricks and cement. With parking at the rear.

Carried out a non-invasive fire risk assessment on communal areas only.



This Risk Assessment was carried out on 20 Sep 2023 and this property was considered a Low risk property.

3	7	2
Actions required next service visit	Actions required within 30 days	Immediate actions required

To view actions outstanding [click here](#)

History of Incidents

Risk Assessors Summary

This fire risk assessment outlines critical fire safety concerns and subsequent recommendations aimed at enhancing the fire safety standards of the property. It was observed that while the management shows a willingness to adhere to fire safety norms, there are several areas that require immediate attention and improvement. Source of Ignition: Storage Cupboard: The CCTV system requires an up-to-date PAT testing, as the existing report is expired. Recommendation: Prompt PAT testing of the CCTV system is necessary to ensure electrical safety compliance. Construction: Risers and Communal Areas: Small areas necessitate fire stopping due to cable routing, ducting, or pipework passing through compartments. Recommendation: Conduct a comprehensive passive fire protection survey to ascertain and implement the correct fire protection measures in all relevant areas. Means of Escape: Fire-Resisting Doors: Several doors throughout the communal area and flat front doors exhibit signs of damage, wear and tear, and lack of correct fire-rated materials. Recommendation: Undertake a thorough fire door maintenance to assess each door's condition and perform necessary repairs or replacements to ensure compliance with fire safety standards. Fire Detection and Warning: Fire Alarm Panel: Located at the rear entrance, it lacks a diagrammed zone plan and a log book. The possibility of absent sounders in the communal area was also mentioned, and the fire alarm was noted to be in fire during the assessment. Recommendation: Perform a comprehensive fire alarm maintenance to ensure system audibility is in accordance with regulations and all components are in working order. Immediate corrective actions are required to address the active fire alarm state observed during the assessment. Emergency Lighting: Condition and Maintenance: The emergency lighting appears neglected, and there is no log book to maintain up-to-date records. Recommendation: Schedule an emergency lighting maintenance check to address any deficiencies and ensure the presence of a log book for proper record-keeping. Signs and Signals: Escape Routes and Call Points: Several escape routes lack proper directional signage, and one call point at the front door is not correctly signed. Recommendation: Install adequate directional signs along all escape routes and affix proper signage to the call point to ensure clear visibility and understanding.

SECTION 2: RISK ASSESSMENT

01 - Persons at Risk

It is important to consider all relevant persons that use the premises. This will include persons that use the building on a day to day basis such as staff or residents but also any persons that visit the premises on temporary basis such as visitor or contractors. Particular care should be taken to identify any risks to vulnerable persons such as those with disabilities or young persons.

Sub Section	Question	Answer	Action Plan	Status
01 - Young Persons	Are young persons in the premises?	Young persons are present and the Responsible Person has completed a risk assessment of the premises and risks present.		Compliant
02 - Persons with Special Needs	Are persons with special needs in the premises?	Persons with special needs are present and the Responsible Person has completed a Personal Emergency Evacuation Plan (PEEP).		Compliant
03 - Members of the Public	Are members of the public present in the premises?	There are no members of the public allowed access to the building at the time of this fire risk assessment.		N/A
04 - Occupancy Numbers	Is the occupancy level for the premises acceptable?	The occupancy capacity, width of escape routes and exits appear to be sufficient.		Compliant
05 - Lone Working	Are there areas where relevant persons are isolated?	At the time of this fire risk assessment Company policy prohibits the practice of lone working.		N/A

02 - Sources of Ignition

The premises is assessed to identify all potential ignition sources that may be the cause of a fire. Examples of Ignition sources can be any heat generating equipment such as portable heaters, cooking equipment and power tools. Fixed installations and portable electrical equipment can also be an ignition source if they are misused or not maintained. Naked flames and equipment that generates sparks must be strictly controlled.

Sub Section	Question	Answer	Action Plan	Status
01 - Heating - Gas and Electric - including Portables	Are all heating appliances correctly installed, adequately protected and maintained?	All appliances are correctly installed and adequately maintained.		Compliant
02 - Electrical Services	Are all electrical installations and appliances correctly installed and maintained?	There was no evidence of periodic inspections of the electrical installations having been carried out within the last 5 years.	A	Non_Compliant
02 - Electrical Services	Are all electrical installations and appliances correctly installed and maintained?	There is no evidence that Portable Appliance Testing (PAT) has been undertaken.	E	Non_Compliant
03 - Lightning Protection	Is lightning protection provided for the building?	The building does not appear to be at particular risk from lightning strikes.		N/A
04 - Miscellaneous	Are potential sources of ignition adequately controlled?	Potential sources of ignition present are adequately controlled.		Compliant

03 - Sources of Fuel

In order for a fire to develop the presence of fuel is required. By managing the quantity, type and location of combustible materials the risk of a fire developing can be greatly reduced. The storage of combustible materials within the escape routes or places of high fire risk such as boiler rooms or electrical cupboards must be prevented.

Sub Section	Question	Answer	Action Plan	Status
01 - Housekeeping	Are house keeping arrangements satisfactory?	Housekeeping arrangements appear to be satisfactory.		Compliant

04 - Construction

The fire protection of the building is required to ensure that fire is unable to spread and also to prevent premature collapse in the event of fire. It means that the occupants can safely exit the premises without undue risk, whilst it is not perceived that any building should be sacrificed it is always possible to avoid the loss of the premises.

Sub Section	Question	Answer	Action Plan	Status
01 - Structural Elements	Are the fire resisting and separating walls and floors in good condition?	Fire stopping between compartments is missing and/or poorly installed.	E	Non_Compliant
02 - Lift Shafts	Are the lifts contained within protected shafts?	There are no lifts servicing this building.		N/A
03 - Protected Shafts	Are the escalators, chutes, ducts and pipes contained within protected shafts?	The services are contained within protected shafts.		Compliant
04 - Concealed Spaces - Cavities	Are the concealed spaces or cavities protected with suitable cavity barriers?	The cavity barriers appear to be acceptable.		Compliant
05 - Protected Stairways	Are the stairways within the building required for means of escape adequately enclosed with fire resisting construction?	The stairways are enclosed throughout their height to an acceptable standard.		Compliant
06 - Higher Risk Areas	Are areas of higher risk and places of special fire hazard sufficiently separated from the remainder of the building by fire resisting construction?	The high risk areas and places of special fire hazard are adequately separated with fire resisting construction.		Compliant

07 - Surface Spread of Flame	Are the materials used to line walls and ceilings of the correct surface spread of flame classification in accordance with the Approved Document B of the Building Regulations?	The materials lining the walls and ceilings are deemed to be of an acceptable standard.	Compliant
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05 - Means of Escape

To ensure a safe escape the escape routes must be protected from smoke, heat and flames. The distance that occupants have to travel must also be regulated to ensure that the distance people have to travel to safety is within the prescribed guidelines.

Sub Section	Question	Answer	Action Plan	Status
01 - Means of Escape for the Disabled	Are there adequate arrangements for the evacuation of disabled people?	No disabled persons present at the time of this fire risk assessment.		N/A
02 - Premises that are multi-occupied	Are the escape routes for all the building occupants acceptable?	The premises are multi-occupancy and the means of escape from each occupancy is considered satisfactory.		Compliant
03 - Escape routes and travel distances from within a storey	Are the escape routes sufficient in number and travel distance from any point within the floor area to the nearest storey exit, having due regard to the layout of walls, partitions and fittings within current guidance?	The travel distance to the nearest storey exit is within current guidance.		Compliant
04 - Occupancy Numbers	Is the occupancy level for the premises acceptable?	The occupancy capacity and width of escape routes and exits appear to be sufficient.		Compliant
05 - Protected Corridors	Are the protected corridors suitable and sufficient to allow the occupants to reach a storey exit safely?	All protected corridors are adequate to allow the occupants to reach a storey exit safely.		Compliant
06 - Escape from Inner Rooms	Is the escape from inner rooms acceptable?	No risk from inner room situations present.		N/A
07 - Accommodation Lifts and Stairways	Are the accommodation lifts and or stairways positioned so that they do not impact on the escape routes from upper floors?	The position of accommodation lifts and or stairways is such that they do not prejudice the escape from upper floors.		Compliant
08 - Protected Stairways	Do the protected stairways offer sufficient and suitable protection to ensure the safe escape of all occupants?	Sufficient and protected stairways have been provided to ensure safe escape of all the occupants.		Compliant
09 - External Stairways	Is the external stairways provision sufficient and does it afford suitable protection to the occupants to ensure their safe escape?	No external stairways were present.		N/A
10 - Escape Route across a flat roof	Is the escape route across a flat roof acceptable?	Flat roofs do not form part of the escape route.		N/A
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	The existing fire doors are likely to have conformed to BS 476, Part 22 upon original installation. However, due to their high usage and lack of maintenance over a number of years, they no longer appear to be of the appropriate fire resisting standard.	F	Non_Compliant
12 - Fire-resisting partitions	Are the fire resisting partitions present installed and maintained to the appropriate standards?	The fire resisting partitions within the building are constructed and maintained to an appropriate standard.		Compliant
13 - General Doors	Are the doors required to form part of the escape route in an emergency?	The door is secured with an inappropriate fastening device.	C	Non_Compliant
14 - Housekeeping	Are house keeping arrangements satisfactory?	The housekeeping arrangements appear to be of an acceptable standard.		Compliant

06 - Fire-fighting Equipment

Fixed and portable firefighting equipment can be used to good effect and minimize damage to the premises. If a fire has been detected in its early stages fighting the fire in these early stages will contain its growth and reduce hazards to the occupants such as smoke and heat as well as minimising potential financial loss to the business and the impact on jobs.

Sub Section	Question	Answer	Action Plan	Status
01 - Portable Equipment	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	Due to the type of premise the provision of portable fire-fighting equipment is not required.		N/A
02 - Fixed Fire-Fighting Installations	Are the fixed fire-fighting installations correctly installed, adequately maintained and appropriate for the risk?	There is no requirement for a fixed fire-fighting installation at this premises.		N/A

07 - Fire Detection and Warning

It is essential for the safe evacuation of building occupants that they have been made aware of a fire incident as soon as possible. This will allow the Fire Service to be contacted in the early stages of the fire and most importantly all the occupants should have left the building to a place of safety before the fire has had the chance to take a hold. It is vital that any early warning and detection system be installed and maintained to British Standards.

Sub Section	Question	Answer	Action Plan	Status
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01 - Fire Detection and Warning System Provision	Is there an adequate method for raising the alarm and detecting a fire present in the premises?	The fire alarm zones have not been adequately identified.	M	Non_Compliant
01 - Fire Detection and Warning System Provision	Is there an adequate method for raising the alarm and detecting a fire present in the premises?	The assessor has been informed that the audibility of the fire alarm is deemed to be insufficient. No variations regarding audibility levels were recorded on the design or commissioning certificates.	D	Non_Compliant
01 - Fire Detection and Warning System Provision	Is there an adequate method for raising the alarm and detecting a fire present in the premises?	Fire alarm system is currently siting in fire.	NR-51-204-1	Non_Compliant
02 - Fire Alarm Maintenance	Is the fire alarm system routinely tested, inspected and maintained in accordance with current guidance?	A suitable log book was not available and or up to date.	C	Non_Compliant

08 - Emergency Lighting

If the conventional lighting system fails in a building, an emergency lighting system may be required. The emergency lighting system should indicate the safe routes to and through the escape exits from the premises including any changes of direction or level en-route. It can also be used to illuminate fire alarm call points, refuges and firefighting appliances.

Sub Section	Question	Answer	Action Plan	Status
01 - The Emergency Lighting System	Is there an adequate method for illuminating the escape route and safety equipment in the premises?	It appears that the installed emergency lighting system will provide sufficient illumination (visual observation only, a physical test was not completed).		Compliant
02 - Maintenance of Emergency Lighting Systems	Is the emergency lighting system routinely tested, inspected and maintained in accordance with current guidance?	Not inspected and maintained in accordance with BS 5266-8.	A	Non_Compliant

09 - Firefighters Provisions

As required under the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) consideration must be made to the effects of a fire in any given building to the Fire Service. Safety of the fire crews and their operational needs such as access, water supplies and building information must be reviewed and be made available for the Fire Service for consideration.

Sub Section	Question	Answer	Action Plan	Status
01 - Access for Fire Fighting	Have reasonable facilities and access for firefighters and fire appliances been provided to aid the protection of life?	Facilities and access for firefighters and fire appliances are available and adequate.		Compliant
02 - Firefighter Safety	Have all reasonable measures and arrangements been made to safeguard firefighting personnel in a fire situation?	All reasonable measures and arrangements for the safety of firefighting personnel in a fire situation are in place.		Compliant
03 - Water Supplies	Are water supplies adequately provided to assist firefighting personnel in their firefighting tasks?	There is adequate hydrant provision of adequate diameter in close proximity to the premises.		Compliant
04 - Rising Mains	Are rising mains adequately provided to assist firefighting personnel in their firefighting tasks?	There is adequate provision of rising mains in the premise.		Compliant

10 - Management

Providing all of the elements of the fire safety plan (of which the fire risk assessment form just part) are adhered to, then the safe evacuation of all the occupants is then likely to be successful. If however the management of the fire safety plan is not adhered to the fire safety provisions may be seriously compromised.

Sub Section	Question	Answer	Action Plan	Status
01 - Management	Are management and employees fully aware of the fire safety features provided and their purpose?	Management and employees are fully aware of the fire safety features provided and their purposes.		Compliant
02 - Staff Training	Have employees received appropriate fire safety awareness training?	This premises does not require employees to be trained.		N/A
03 - Housekeeping	Are house keeping arrangements satisfactory?	The housekeeping arrangements appear to be of an acceptable standard.		Compliant
04 - Arson	Are adequate measures in place to control risk of fire due to arson?			N/A
05 - Smoking Policy	Is a suitable 'no smoking' policy in place?	An adequate "no smoking" policy is in place in accordance with current legislation and company policy.		Compliant
06 - Legislation	Has the premises been subject to an inspection by the Enforcing Authority?	The premises have not been subject to an inspection by the Enforcing Authority.		N/A

11 - Signs and Signals

Research has shown that members of the public may become confused and disorientated in the event of a fire. To save confusion which can jeopardise building occupants escape all safety signs should be installed and conform to Signs and Safety Signals Regulations.

Sub Section	Question	Answer	Action Plan	Status
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	Insufficient directional escape route signs are provided.	K	Non_Compliant
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The fire alarm call point/s are not identified with appropriate signs.	B	Non_Compliant

12 - Effects on the Environment

A further requirement under the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) is that consideration must be made to the effects of a fire in any given building to the environment. The spread of fire to adjacent properties, the risks posed by the smoke from the materials contained within the building if affected by fire and if the water used for firefighting needs to be contained to protect the water course.

Sub Section	Question	Answer	Action Plan	Status
01 - Adjacent Properties	Has the Responsible Person considered the effects to adjacent buildings that might be caused by a fire on the site?	The Responsible Person has made adequate arrangements to mitigate any damage to the adjacent properties from a fire on the site.		Compliant
02 - Immediate Surroundings	Has the building's Responsible Person considered the effects to the environment that might be caused by a fire on the site?	The Responsible Person has made arrangements to mitigate any damage to the environment from a fire on the site.		Compliant

SECTION 3: ACTION PLAN**SECTION 3. ACTION PLAN:High Risk Actions**

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
12911693	D	Is there an adequate method for raising the alarm and detecting a fire present in the premises?	The assessor has been informed that the audibility of the fire alarm is deemed to be insufficient. No variations regarding audibility levels were recorded on the design or commissioning certificates.	An audibility test must be completed by a competent person and additional sounders provided to ensure that minimum decibel levels are achieved.	Please See Plan	Statutory requirement for the Client	06/10/2023

Completed By..... Date.....

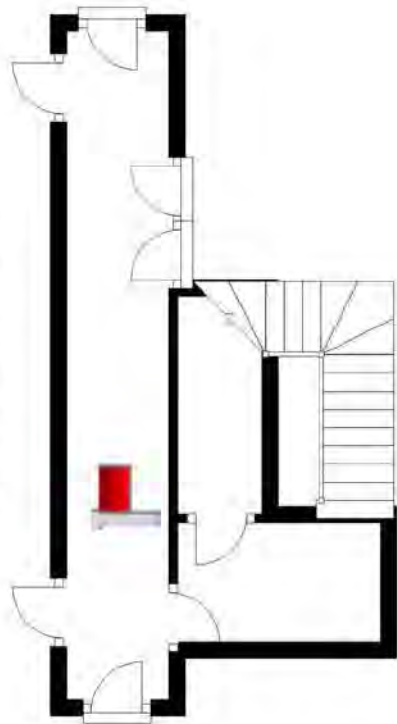
Action Status Notes:

No notes have been entered

Locations of Non-conformity (one floorplan per page)

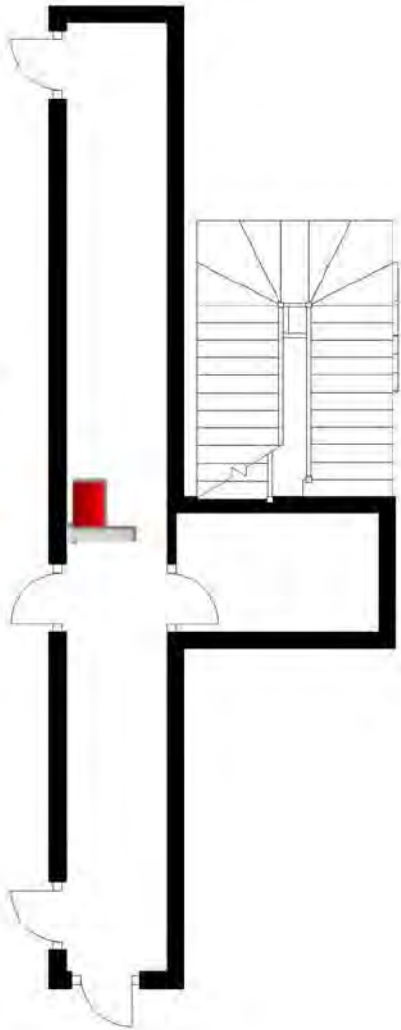
Ground Floor

Approx. 16.1 sq. metres (173.8 sq. feet)



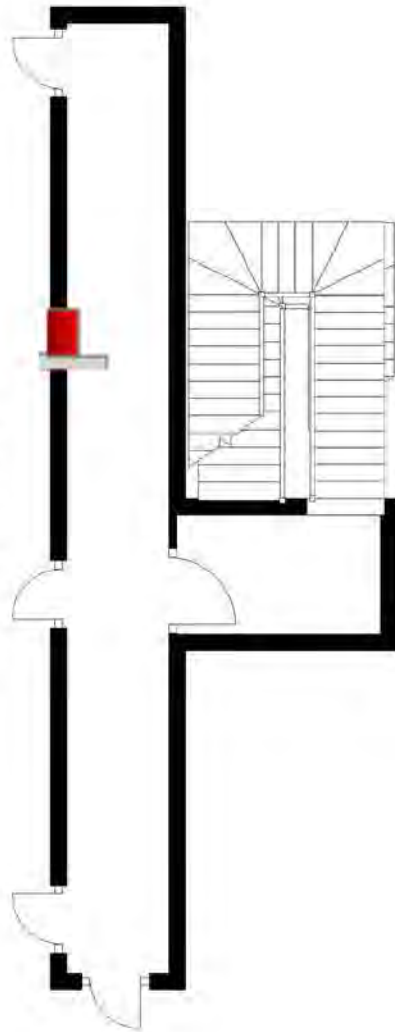
First Floor

Approx. 16.7 sq. metres (179.9 sq. feet)



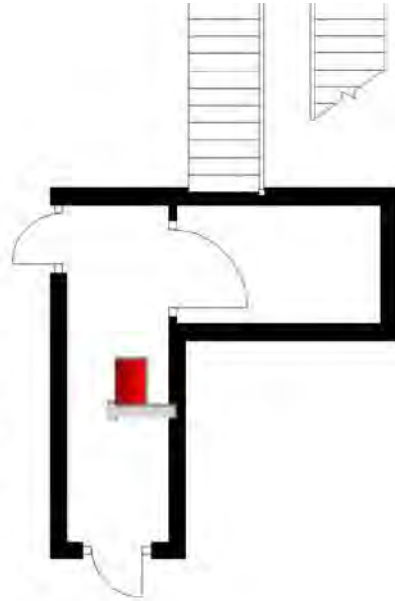
Second Floor

Approx. 17.0 sq. metres (182.8 sq. feet)



Third Floor

Approx. 8.3 sq. metres (89.3 sq. feet)



Total area: approx. 58.1 sq. metres (625.7 sq. feet)

SECTION 3. ACTION PLAN:High Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
12911694	NR-51-204-1	Is there an adequate method for raising the alarm and detecting a fire present in the premises?	Fire alarm system is currently siting in fire.	A full maiantenace to rectify why it is in fire.	Please See Plan	Statutory requirement for the Client	06/10/2023

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Fire Alarm in fire.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
12911664	A	Are all electrical installations and appliances correctly installed and maintained?	There was no evidence of periodic inspections of the electrical installations having been carried out within the last 5 years.	If evidence of an inspection is unavailable, a competent electrician is to inspect all electrical installations throughout the premises in accordance with IEE Regulations (BS 7671) and records maintained.	Please See Plan	Statutory requirement for the Client	29/10/2023

Completed By..... Date.....

Action Status Notes:

No notes have been entered

202392895526.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
12911697	A	Is the emergency lighting system routinely tested, inspected and maintained in accordance with current guidance?	Not inspected and maintained in accordance with BS 5266-8.	The emergency lighting system must be inspected and maintained by a competent certified organisation in accordance with BS 5266-8.	Please See Plan	Statutory requirement for the Client	29/10/2023

Completed By..... Date.....

Action Status Notes:

No notes have been entered

20239289393.jpg



202392894218.jpg



20239289440.jpg



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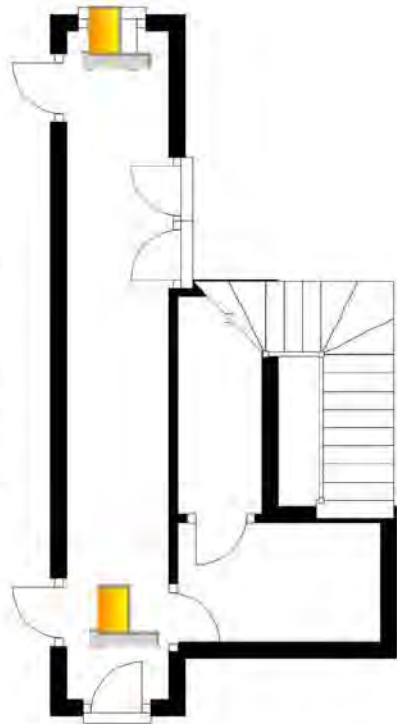
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Locations of Non-conformity (one floorplan per page)

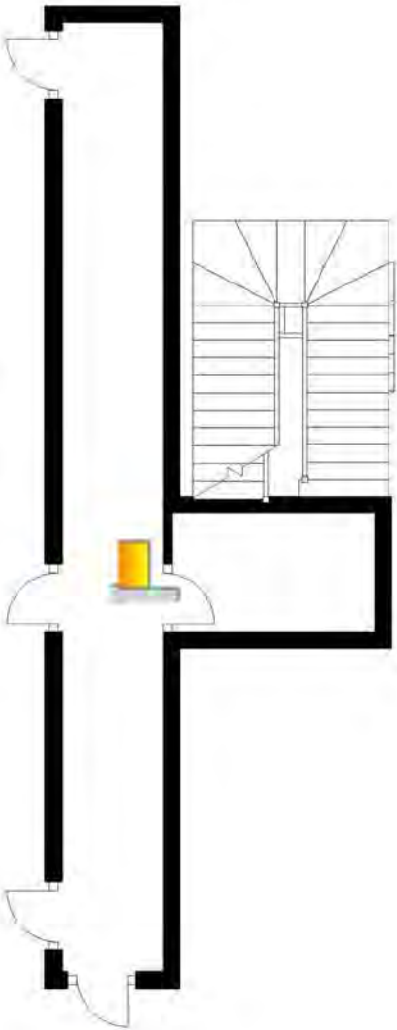
Ground Floor

Approx. 16.1 sq. metres (173.8 sq. feet)



First Floor

Approx. 16.7 sq. metres (179.9 sq. feet)



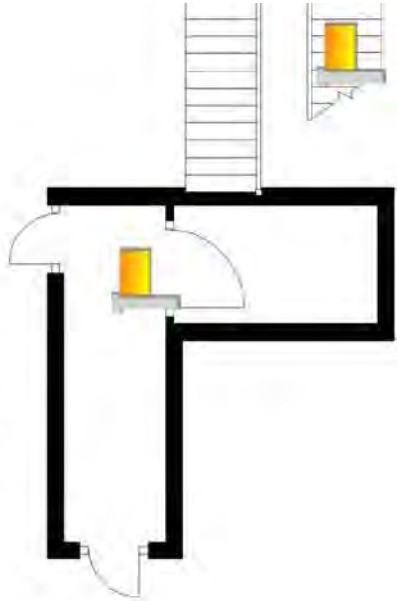
Second Floor

Approx. 17.0 sq. metres (182.8 sq. feet)



Third Floor

Approx. 8.3 sq. metres (89.3 sq. feet)



Total area: approx. 58.1 sq. metres (625.7 sq. feet)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
12911695	C	Is the fire alarm system routinely tested, inspected and maintained in accordance with current guidance?	A suitable log book was not available and or up to date.	A suitable log book should be provided and/or kept up to date in accordance with BS 5839-1. This logbook should always be made available for inspection on site.		Statutory requirement for the Client	29/10/2023

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
12911688	C	Are the doors required to form part of the escape route in an emergency?	The door is secured with an inappropriate fastening device.	Remove the door fastening device and maintain it free from fastening while premises are in occupation or alternatively, replace the fastening device with a simple fastening that can be readily operated from the side approached by persons making an escape. The operation of such a fastening should be readily apparent; without the use of a key and without having to manipulate more than one mechanism.	Please See Plan	Statutory requirement for the Client	29/10/2023

Completed By..... Date.....

Action Status Notes:

No notes have been entered

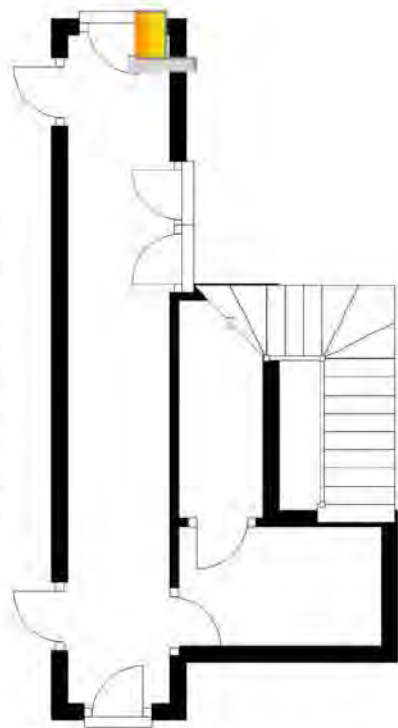
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Locations of Non-conformity (one floorplan per page)

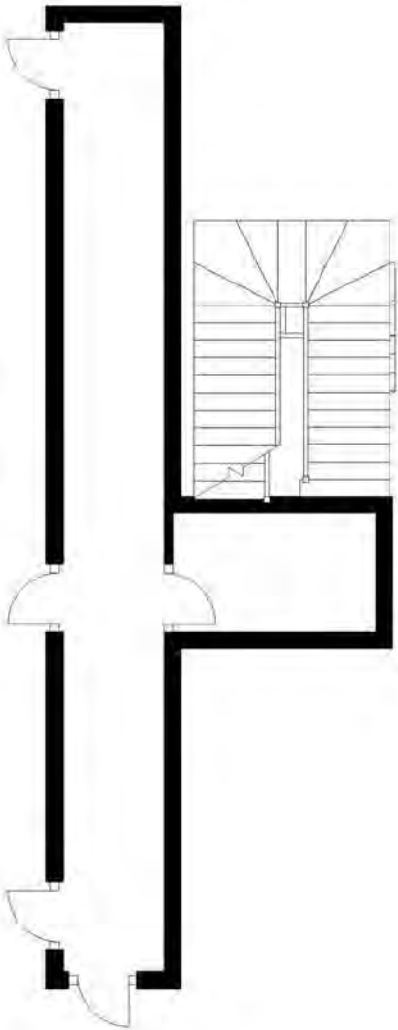
Ground Floor

Approx. 16.1 sq. metres (173.8 sq. feet)



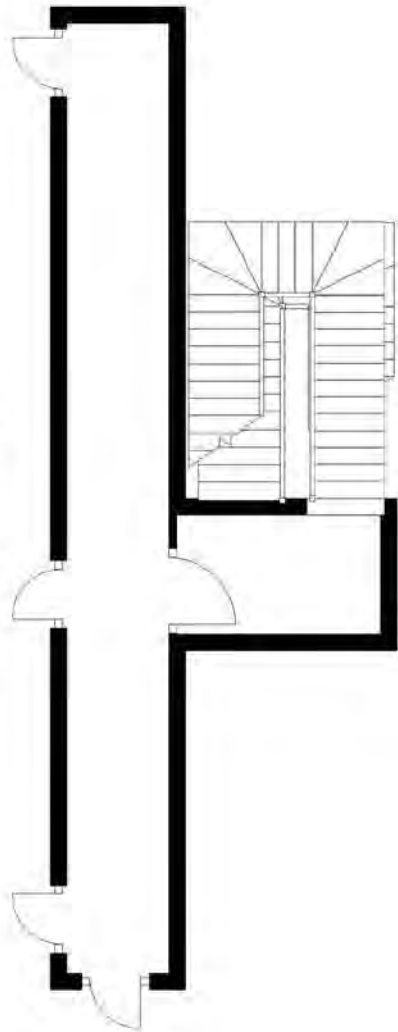
First Floor

Approx. 16.7 sq. metres (179.9 sq. feet)



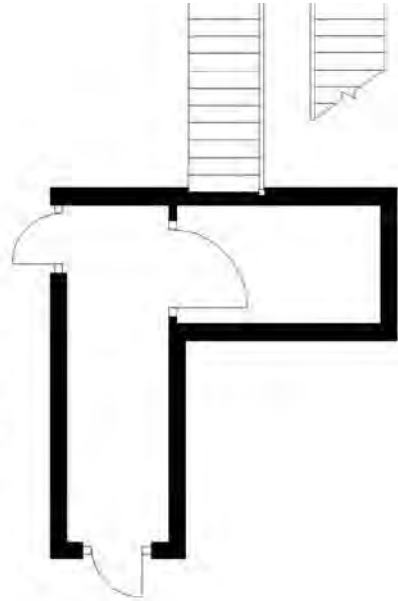
Second Floor

Approx. 17.0 sq. metres (182.8 sq. feet)



Third Floor

Approx. 8.3 sq. metres (89.3 sq. feet)



Total area: approx. 58.1 sq. metres (625.7 sq. feet)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
12911669	E	Are the fire resisting and separating walls and floors in good condition?	Fire stopping between compartments is missing and/or poorly installed.	Install fire stopping around services and pipe work which penetrate through the fire resisting and separating floors and walls. Ensure the correct approved proprietary materials are installed by a competent passive fire safety contractor.	Please See Plan	Statutory requirement for the Client	29/10/2023

Completed By..... Date.....

Action Status Notes:

No notes have been entered

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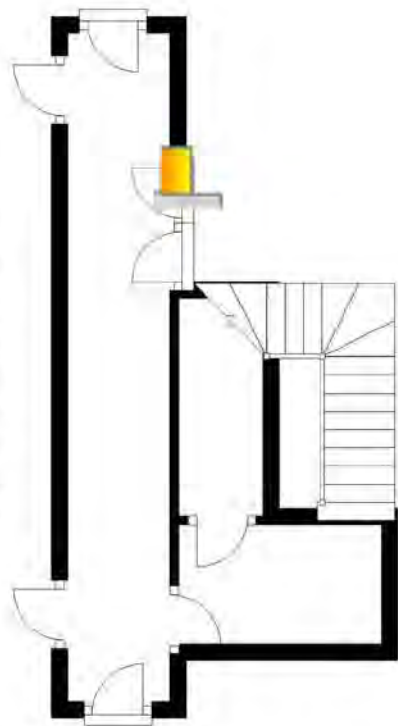
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Locations of Non-conformity (one floorplan per page)

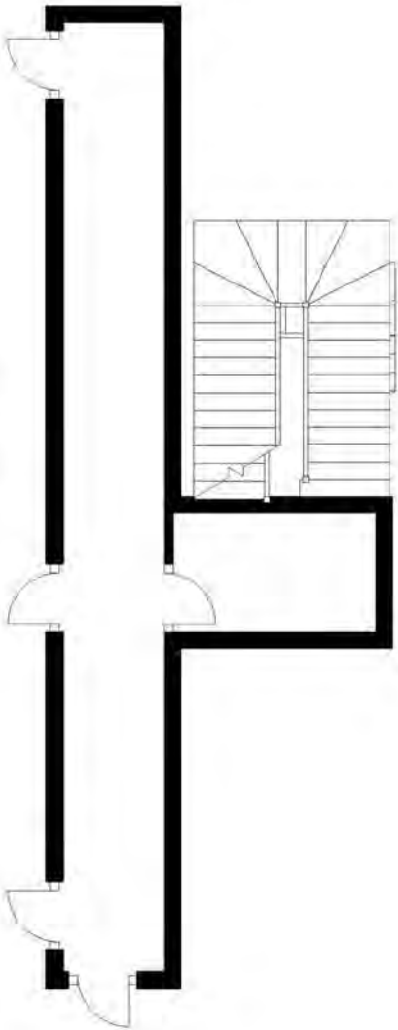
Ground Floor

Approx. 16.1 sq. metres (173.8 sq. feet)



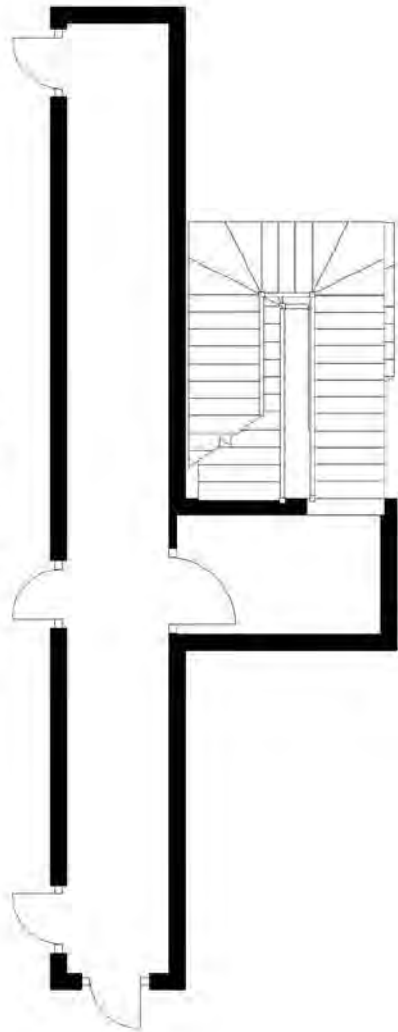
First Floor

Approx. 16.7 sq. metres (179.9 sq. feet)



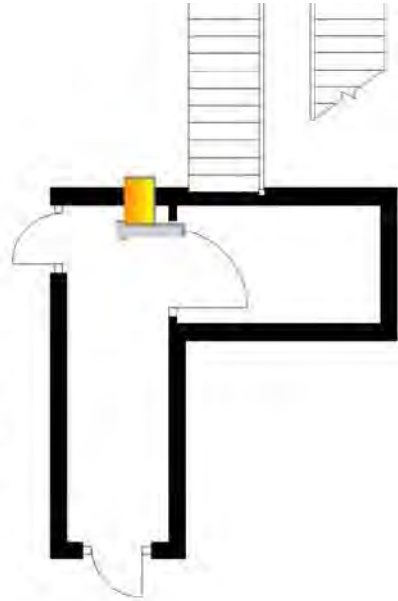
Second Floor

Approx. 17.0 sq. metres (182.8 sq. feet)



Third Floor

Approx. 8.3 sq. metres (89.3 sq. feet)



Total area: approx. 58.1 sq. metres (625.7 sq. feet)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
12911686	F	Do the fire resisting door sets meet the appropriate standard?	The existing fire doors are likely to have conformed to BS 476, Part 22 upon original installation. However, due to their high usage and lack of maintenance over a number of years, they no longer appear to be of the appropriate fire resisting standard.	The existing doors are to be upgraded to include the provision of 3 x fire resistant hinges (BS EN 1935), door handles that comply with BS EN 1906 Annex C, dual intumescent heat strip/cold smoke seals along the door edges and suitable, positive action self-closing devices (BS EN 1154).	Please See Plan	Statutory requirement for the Client	29/10/2023

Completed By..... Date.....

Action Status Notes:

No notes have been entered

20239289405.jpg



202392894010.jpg



202392894025.jpg



202392894046.jpg



202392894052.jpg



20239289411.jpg



202392894237.jpg



202392894246.jpg



202392894258.jpg



20239289430.jpg



202392894424.jpg



20239289467.jpg



202392895355.jpg



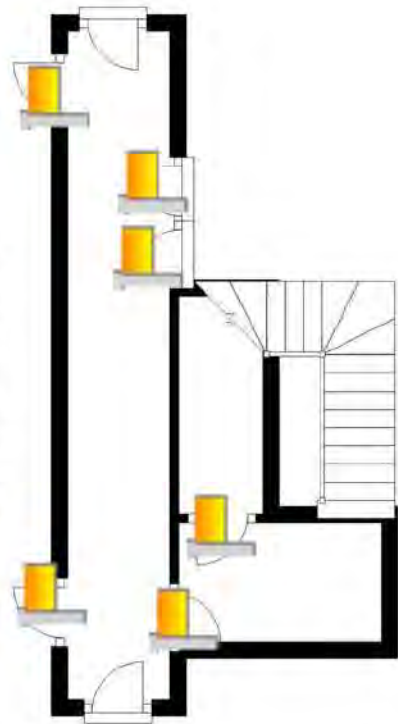
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Locations of Non-conformity (one floorplan per page)

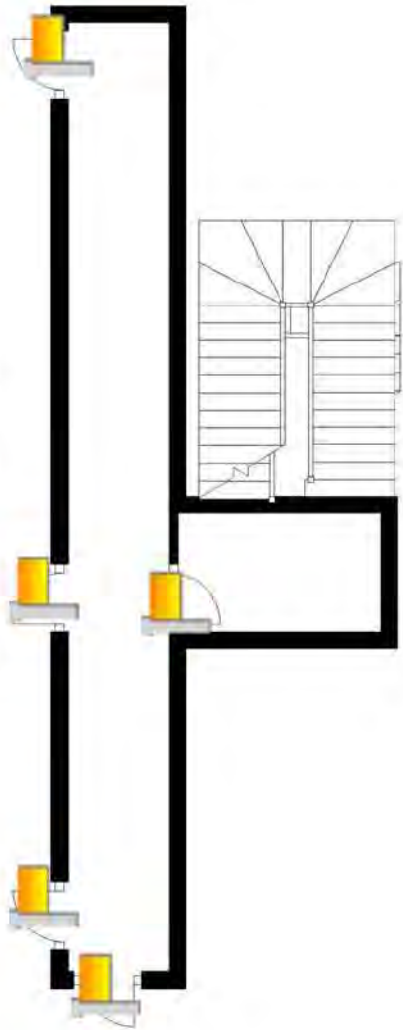
Ground Floor

Approx. 16.1 sq. metres (173.8 sq. feet)



First Floor

Approx. 16.7 sq. metres (179.9 sq. feet)



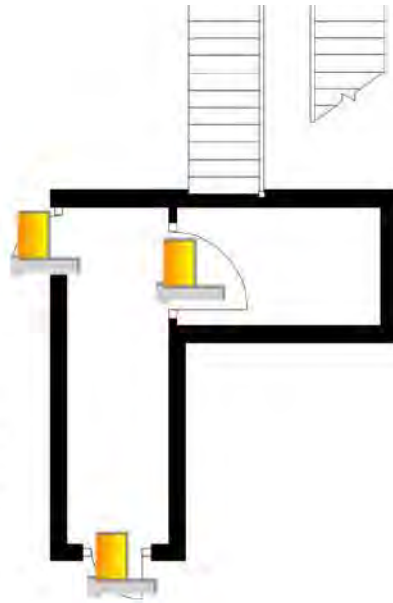
Second Floor

Approx. 17.0 sq. metres (182.8 sq. feet)



Third Floor

Approx. 8.3 sq. metres (89.3 sq. feet)



Total area: approx. 58.1 sq. metres (625.7 sq. feet)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
12911692	M	Is there an adequate method for raising the alarm and detecting a fire present in the premises?	The fire alarm zones have not been adequately identified.	On or adjacent to indicating equipment, there should be a diagrammatic representation of the building, showing at least the building entrances, the main circulation areas and the division into zones.	Please See Plan	Statutory requirement for the Client	29/10/2023

Completed By..... Date.....

Action Status Notes:

No notes have been entered

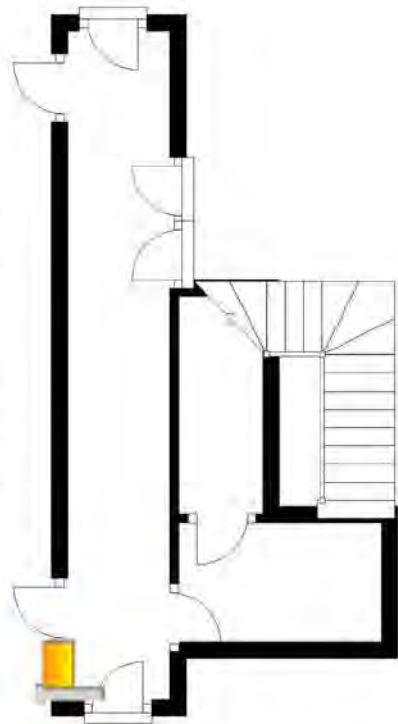
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Locations of Non-conformity (one floorplan per page)

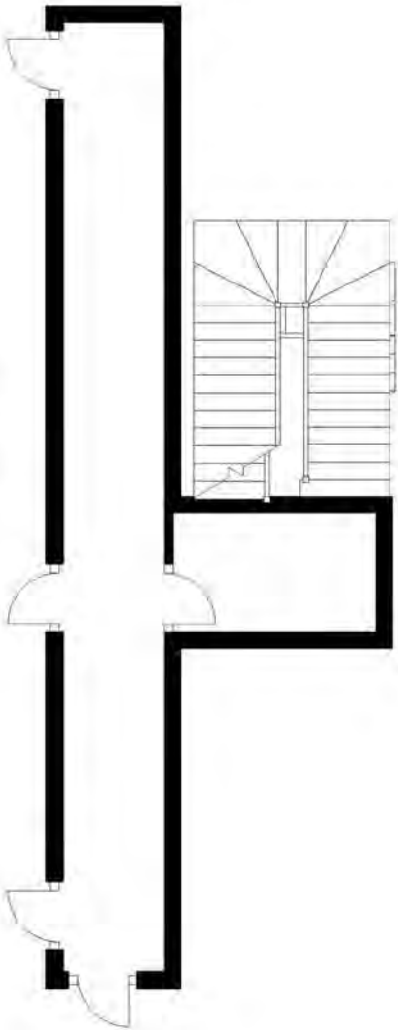
Ground Floor

Approx. 16.1 sq. metres (173.8 sq. feet)



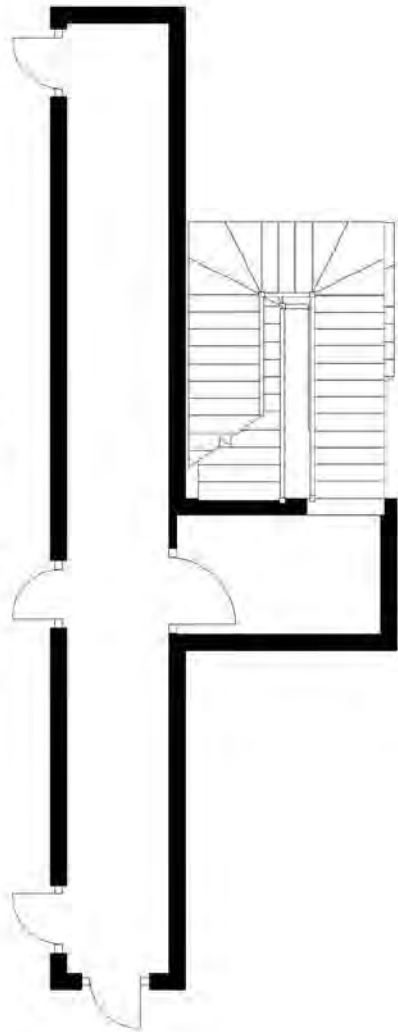
First Floor

Approx. 16.7 sq. metres (179.9 sq. feet)



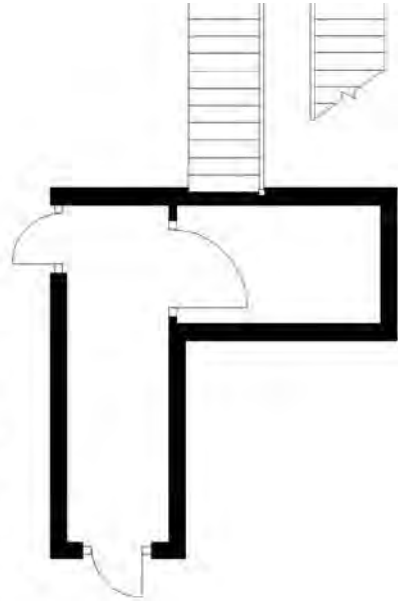
Second Floor

Approx. 17.0 sq. metres (182.8 sq. feet)



Third Floor

Approx. 8.3 sq. metres (89.3 sq. feet)



Total area: approx. 58.1 sq. metres (625.7 sq. feet)

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
12911709	B	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The fire alarm call point/s are not identified with appropriate signs.	Install fire alarm call point signage complying with BS 5499-5. The signs should display the evacuation process in pictorial form including how to operate the manual call point.	Please See Plan	Statutory requirement for the Client	28/12/2023

Completed By..... Date.....

Action Status Notes:

No notes have been entered

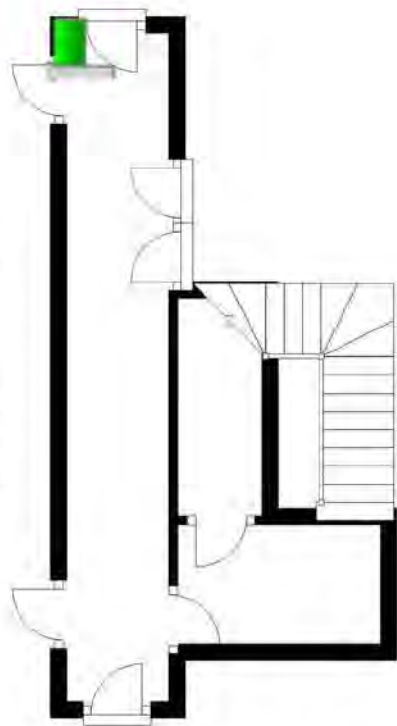
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Locations of Non-conformity (one floorplan per page)

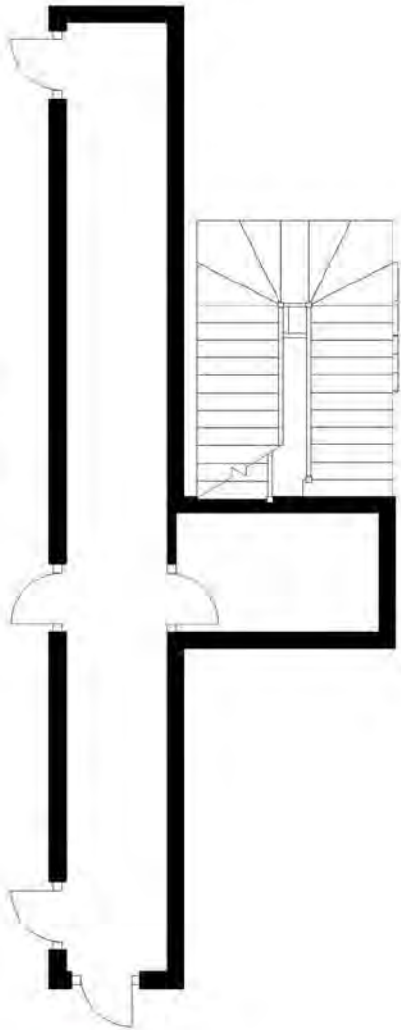
Ground Floor

Approx. 16.1 sq. metres (173.8 sq. feet)



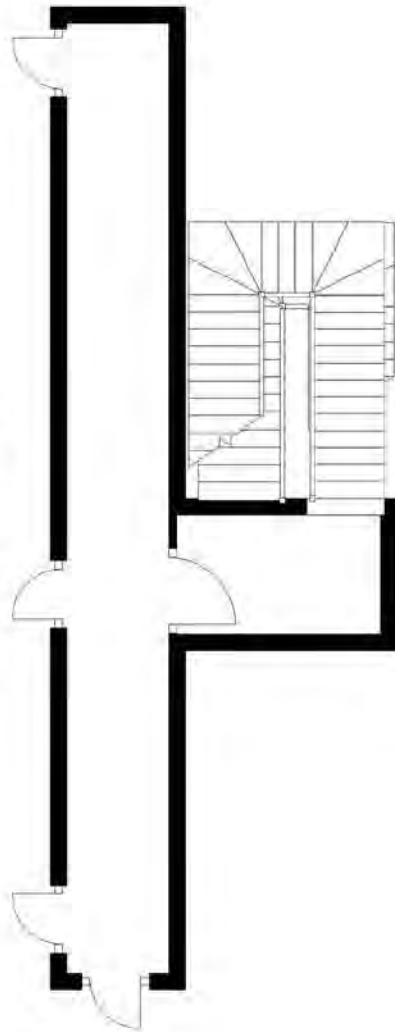
First Floor

Approx. 16.7 sq. metres (179.9 sq. feet)



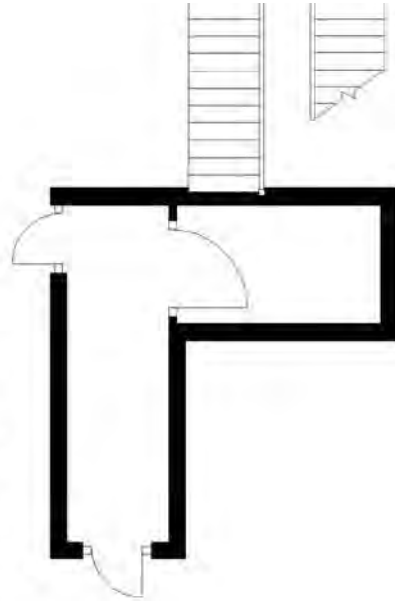
Second Floor

Approx. 17.0 sq. metres (182.8 sq. feet)



Third Floor

Approx. 8.3 sq. metres (89.3 sq. feet)



Total area: approx. 58.1 sq. metres (625.7 sq. feet)

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
12911665	F	Are all electrical installations and appliances correctly installed and maintained?	There is no evidence that Portable Appliance Testing (PAT) has been undertaken.	Portable Appliance Testing should be undertaken by a competent person in accordance with the HSE guidance note and a central register kept.	Please See Plan	Statutory requirement for the Client	28/12/2023

Completed By..... Date.....

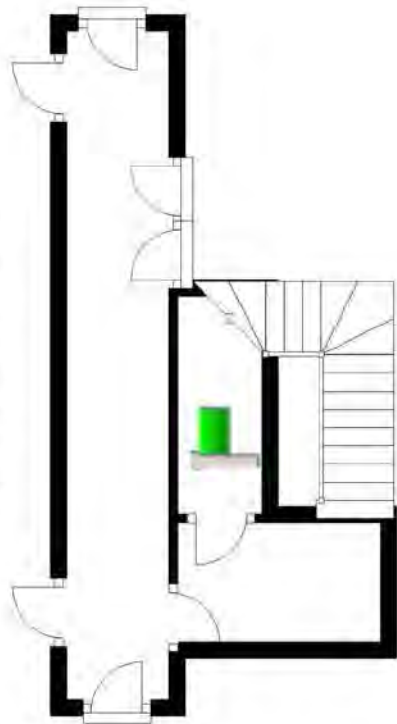
Action Status Notes:

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Locations of Non-conformity (one floorplan per page)

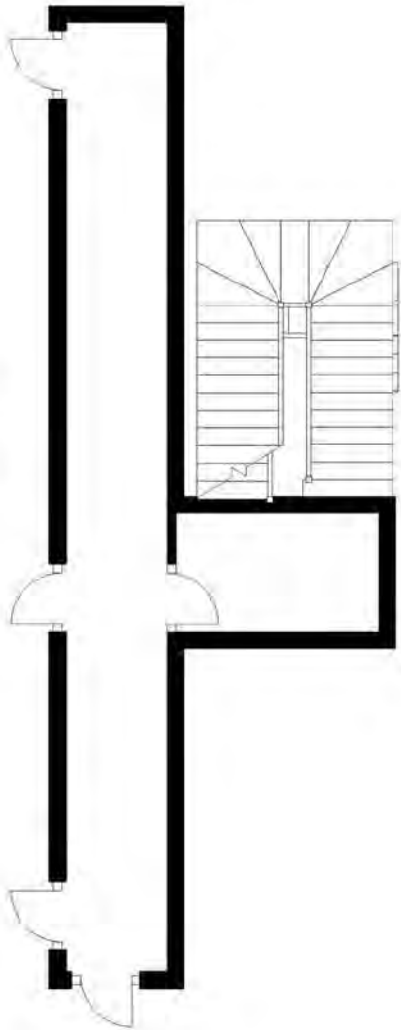
Ground Floor

Approx. 16.1 sq. metres (173.8 sq. feet)



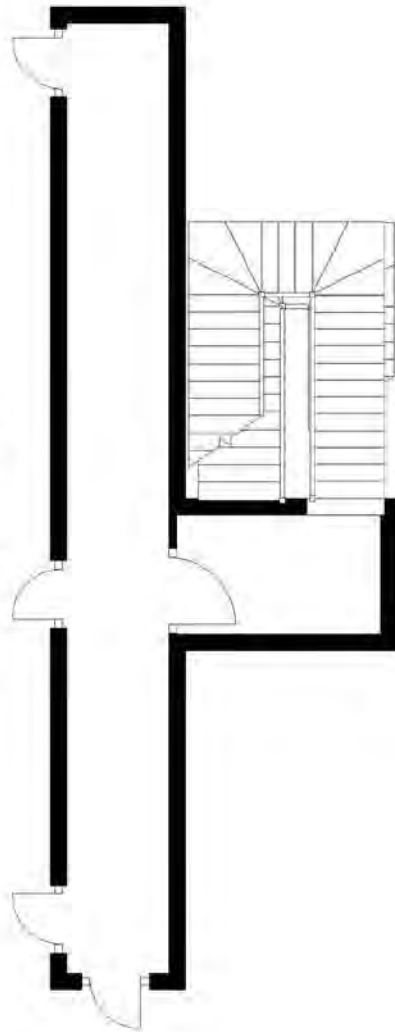
First Floor

Approx. 16.7 sq. metres (179.9 sq. feet)



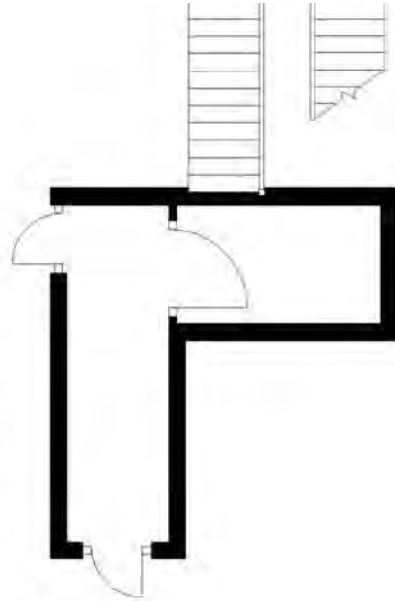
Second Floor

Approx. 17.0 sq. metres (182.8 sq. feet)



Third Floor

Approx. 8.3 sq. metres (89.3 sq. feet)



Total area: approx. 58.1 sq. metres (625.7 sq. feet)

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
12911708	K	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	Insufficient directional escape route signs are provided.	To ensure a safe evacuation, directional escape route signs should be provided at the locations shown on the plan in compliance with BS 5499-4. These signs should display in pictorial format the man running through a fire door with an arrow pointing in the direction of travel and should also have the words 'Exit'. This should also indicate every change of direction or level.	Please See Plan	Statutory requirement for the Client	28/12/2023

Completed By..... Date.....

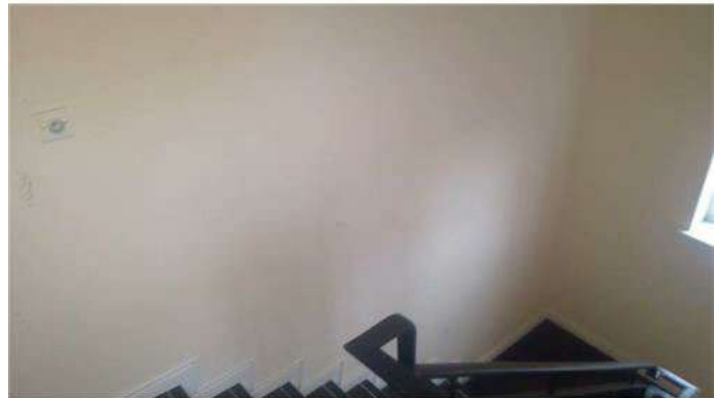
Action Status Notes:

No notes have been entered

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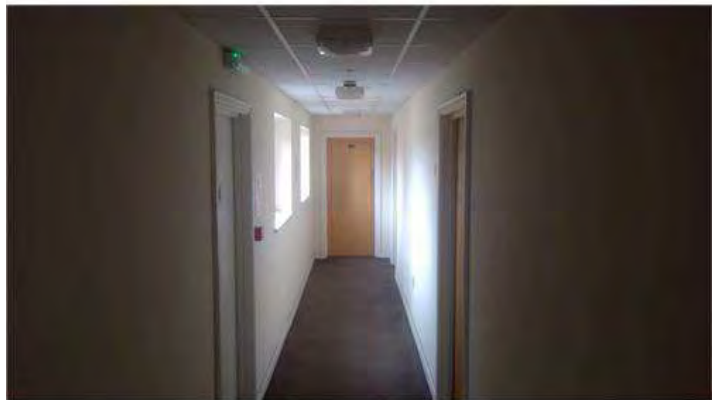
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202392895110.jpg



202392895645.jpg



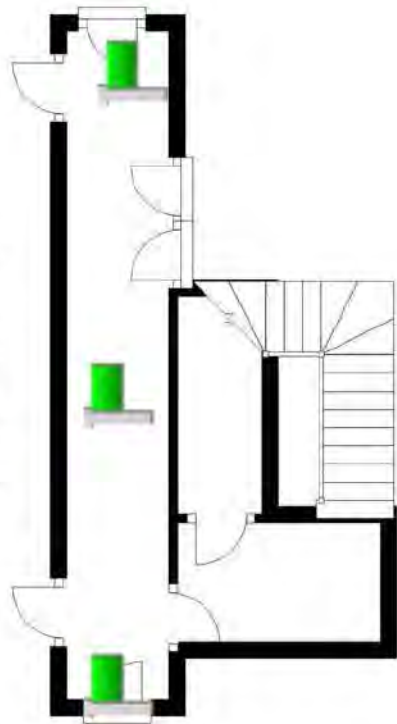
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Locations of Non-conformity (one floorplan per page)

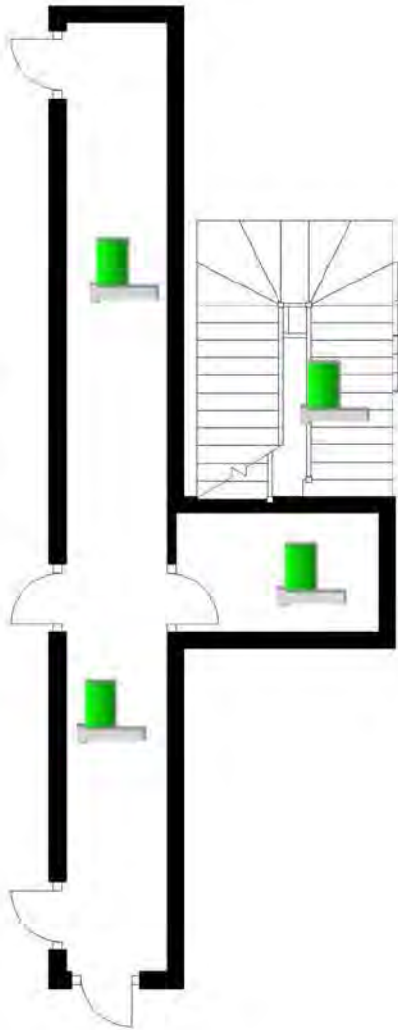
Ground Floor

Approx. 16.1 sq. metres (173.8 sq. feet)



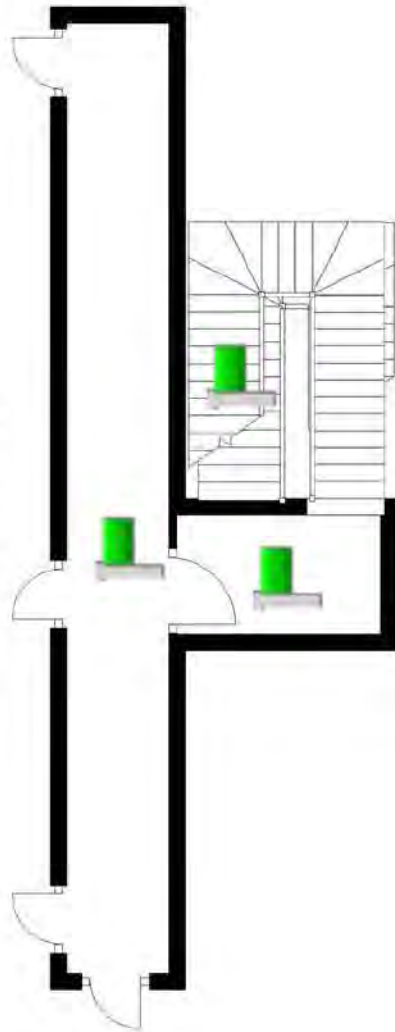
First Floor

Approx. 16.7 sq. metres (179.9 sq. feet)



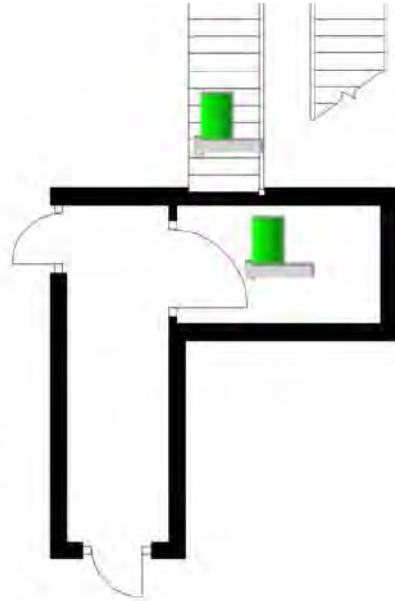
Second Floor

Approx. 17.0 sq. metres (182.8 sq. feet)

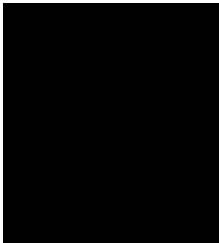


Third Floor

Approx. 8.3 sq. metres (89.3 sq. feet)



Total area: approx. 58.1 sq. metres (625.7 sq. feet)



19 December 2025



Further to our conversation, I have pleasure in confirming that we are holding cover on the following risk address as per our quotation.

1-14 Clifton House, Broadway, Cardiff, Cardiff CF24 1AA

We have added this to our Property Investors Scheme, and cover is effective from 24 December 2025 12:00:00 AM.

The Annual premium for this policy inclusive of Insurance Premium Tax at 12.00% & SJL Policy Placing Fee of £20.00 is £2,147.15. Payment is due immediately.

If you have opted to pay by direct debit full details will follow by email or post. This facility is out sourced to a company called Premium Credit Ltd who will conduct an independent credit assessment before authorising any new agreement. Once authorised Premium Credit Ltd will send a direct debit mandate separately. Please note that you will be charged £35 by Premium Credit Ltd for each and every default in payment if you opt to pay monthly.

If you wish to make a charitable donation to the SJL Foundation* of £ 5.00, the total amount due, including the donation, will be £ 2,152.15

If you have not already settled the premium please make your cheque payable to 'SJL Insurance Services' and sent to: **SJL Insurance Services, Kays Building, The Tything, Worcester, WR1 1HD**

You can also pay over the phone using your debit card.

Your full policy documents are enclosed.

May I take this opportunity to thank you for choosing SJL for your insurance requirements.

If you have any queries please do not hesitate to contact me, otherwise I look forward to receiving the settlement.

Yours sincerely,



** The SJL Foundation was set up in 2019 to support charitable projects that matter to our employees, clients and suppliers. We are a registered charity responsible for SJL Insurance Services' corporate responsibility programme, which includes fundraising for charities and good causes. The current beneficiaries are Acorn's Children's Hospice who give care and support to life-limited and life-threatened children and their families across the West Midlands. We are also making grants and providing mentoring to new business startups. SJL Insurance Services was founded 18 years ago thanks to a grant from the local council and we want to give others the same opportunity to realise their potential.*

Property Investors Policy Schedule

General details

Broker / Intermediary	SJL (Worcester) Ltd
Policyholder	CLIFTON HOUSE RTM COMPANY LIMITED
Correspondence Address	1 Clifton House, Broadway, Cardiff, Cardiff CF24 1AA
Policy Number	S [REDACTED]
Effective Date	24 December 2025
Date of issue	19 December 2025
Reason for issue	New Business
Insurer UMR Policy Wording	Certain Underwriters at Lloyd's B079925KI004930 Property Investors

Period of Insurance

Premium breakdown

From	24/12/2025	Premium excluding IPT	£ 1,594.24
To	23/12/2026	Insurance premium tax @ 12%	£ 227.91
		Legal expenses Premium	£305.00
		Administration Fee	£ 20.00
		Total premium including IPT	£ 2,147.15

Important Information

The cover you have purchased under your policy and the maximum amounts payable are shown in this schedule under the 'Certificate of insurance'. You must read your policy wording and this schedule including terms, conditions and limitations, in order to ensure the cover you have purchased meets your needs. The policy schedule, policy wording and statement of facts all form part of the insurance contract between the insurers and you.

You may cancel your policy within 14 days of receiving it or from the start date, whichever is the later, if it does not meet your requirements provided no claims have been made. Further detail relating to the cancellation of your policy can be found in your policy wording.

You must take care to provide accurate and complete information relating to this insurance. Please check the information you have provided in this schedule and the statement of facts. If any of the information is inaccurate or incomplete the insurers may reduce a claim payment, apply the terms we would have applied had we been given correct information or void your policy from inception if we would not have offered you insurance. Further detail relating to the disclosure and accuracy of information and the cancellation of your policy can also be found in your policy wording.

If you have any questions regarding this insurance or need to change any of the information or wish to cancel the policy, please contact us.

General conditions and/or endorsements

The following terms and conditions apply to each premises included in this policy in addition to those shown in the Policy Wording:-

Flat Roof Condition (PI)

Any flat portions of the roof of the **building** are to be inspected once every 2 years by a competent roofing contractor and any recommendations implemented as soon as reasonably practicable.

Several Liability Notice

The subscribing insurers/reinsurers' obligations under contracts of insurance/reinsurance to which they subscribe are several and not joint and are limited solely to the extent of their individual subscription. The subscribing insurers/reinsurers' are not responsible for the subscription of any co-subscribing insurer/reinsurer who for any reason does not satisfy all or part of its obligations.

Certificate of insurance

This certificate of insurance attaches to and forms part of policy number S [REDACTED] 1

Property 1 :

Address : 1-14 Clifton House
Broadway
Cardiff
Cardiff
CF24 1AA

Property Type : Residential

Occupancy : Employed / Self Employed x 11
Leaseholder occupied as primary residence x1
DSS Non-Referral x2

Section one: Buildings	Sum Insured
Declared Value	£ 1,682,415
Uplifted Value (Day 1 Uplift applied)	£ 2,271,260

Section two: Rental income	
Sum Insured	£ 336,483
Indemnity period	12 Months

Section three: Landlords' contents	
Sum Insured	£ 10,247

Section four: Property owners' liability	
Limit of indemnity	£ 5,000,000 any one event.

Excesses each and every loss

Building's	£ 250 excess
Rental income	£ 250 excess
Property owner's liability	£ 250 excess
Escape of water	£ 1,000 excess
Subsidence	£ 1,000 excess

Interested parties :

None

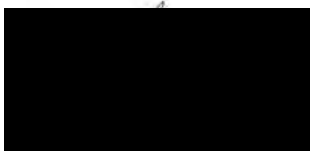
Conditions and/or endorsements

The following terms and conditions apply to Property 1 in addition to those detailed under 'General conditions and/or endorsements'

None

Signed for and on behalf of those underwriters subscribing to the above policy.

Authorised Signature



Managing Director - SJL (Worcester) Ltd

Property 1 Continued

Your statement of facts

Information

This statement of facts together with the quotation shows the information you have provided us.

You must read this statement of facts carefully in conjunction with the quotation and check to ensure all the details are correct. If any of the information in this document is not accurate or complete, please tell your insurance broker or intermediary in order to ensure that the cover meets your needs.

If you fail to advise us of any inaccurate or incomplete information, in the event of a claim, we may reduce a claim payment, apply the terms we would have applied had we been given correct information or void your policy from inception if we would not have offered you insurance. It is your responsibility to ensure that the information contained within your policy schedule and/or statement of fact is accurate at inception, renewal and during the term of the policy and you must inform us of any changes as they become known to you.

General information

Please can you confirm the proposer(s), or any partner, or any director

- | | |
|---|-----|
| a) have never been declared bankrupt or disqualified from being a company director? | Yes |
| b) do not have any outstanding County Court Judgement(s) or Sheriff Court Decree(s)? | Yes |
| c) have never been officers of a company that has been declared insolvent, or had a receiver or liquidator appointed, or entered into arrangements with creditors in accordance with the Insolvency Act 1986? | Yes |
| d) have never been convicted or have any prosecutions pending or been given an official police caution, in respect of any criminal offence other than motoring offences? | Yes |
| e) have never had any insurance proposal declined, renewal refused, had any special or increased terms applied or had insurance cancelled or avoided by Underwriters? | Yes |
| f) have never been prosecuted for failing to comply with any Health & Safety or Welfare or Environmental Protection Legislation? | Yes |
| g) of the insured are permanent resident(s) of the United Kingdom? | Yes |
| h) have not had any claim or loss or had any claim made against you during the last five years, whether insured or not, in respect of any covers required under this policy? | Yes |

Comment : 11/08/2023 - Query regarding A/D from flat flooding bathroom - not pursued and withdrawn

Property 1 Continued

Property 1 :

Address : 1-14 Clifton House, Broadway, Cardiff, Cardiff CF24 1AA

Property Type : Residential

Tenancy Type : Employed / Self Employed

Occupancy : Employed / Self Employed x 11
Leaseholder occupied as primary residence x1
DSS Non-Referral x2

Occupancy Split :

Tenancy Type	Number of Units	% of overall property
Owner Occupied	1	7.14%
Unemployed - DSS Non Referral	2	14.29%
Employed / Self Employed	11	78.57%

Is there any residential accommodation within the buildings to be insured? **Yes**

Please confirm the residential building type? **Block of Flats (Purpose Built-Concrete Floors)**

How many flats are in the block? **14**

Is there any residential accommodation (or parts thereof), within the property that is owned by any third party under a residential lease agreement or other similar contract? **Yes**

How many individual units within the buildings to be insured? **14**

What is the age of the building to be insured? **1980 onwards**

Are the buildings, garages and outbuildings in a good state of repair and regularly maintained (wind and water tight, not derelict and in good order) ? **Yes**

Are the buildings, garages, outbuildings of the property being proposed entirely:
i) built of brick, stone, concrete or steel framed? **Yes**
ii) roofed with slates, tiles, concrete, felt on timber, metal or asbestos?
iii) constructed with timber or concrete floors?

Can you confirm the buildings, garages and outbuildings, and parts thereof, are fully occupied and are never left unoccupied or unattended for more than 30 consecutive days? **Yes**

Are all the roofs of the buildings, garages and outbuildings less than 26% flat? **Yes**

Can you confirm that the buildings, garages, outbuildings or adjacent properties:-
i) have never suffered from any signs of damage from subsidence, landslip or ground heave?
ii) do not have any cracking or show any other visible damage from subsidence, landslip or ground heave? **Yes**

Can you confirm the buildings, garages and outbuildings are not within 250 m of a cliff, quarry or excavation site? **Yes**

Can you confirm that the buildings, garages and outbuildings of the property being proposed have never been underpinned or provided with other means of structural support? **Yes**

Can you confirm the buildings, garages and outbuildings are:
i) free from flooding?
ii) in an area which is free from flooding?
iii) at least 100 metres away from the nearest river, canal, lake, watercourse or tidal waters? **Yes**

Can you confirm the buildings, garages and outbuildings are NOT of listed construction? **Yes**

Property 1 Continued

Are there any part of the buildings, garages and outbuildings that is wholly or partly below ground level (e.g. a basement or cellar)?	Yes
Please select a status that best describes you or your business	Private Limited Company
Is the property a HMO or Bedsits?	No
Are liquid petroleum gas bottled heaters and/or halogen portable heaters permitted at the premises?	No
Does the insured have a minimum of a 6 month Assured Shorthold Tenancy agreement in place directly with all occupants/tenants?	Yes
Comment : All 14 flats are owned by leaseholders who all have a right to manage. They all have agents apart from 1 owner as they occupy their own flat. The rest are let out. All agents have to adhere to Rent Smart Wales which will state that all necessary checks need to be carried out.	
Can you confirm that the tenants of the property are not permitted to sub-let any part of the premises?	Yes
Can you confirm that satisfactory credit and income references are obtained for all tenants/occupants confirming their ability to pay rent?	Yes
Comment : All 14 flats are owned by leaseholders who all have a right to manage. They all have agents apart from 1 owner as they occupy their own flat. The rest are let out. All agents have to adhere to Rent Smart Wales which will state that all necessary checks need to be carried out.	
Can you confirm that satisfactory previous landlord references are obtained for all tenants/occupants (if applicable)?	Yes
Comment : All 14 flats are owned by leaseholders who all have a right to manage. They all have agents apart from 1 owner as they occupy their own flat. The rest are let out. All agents have to adhere to Rent Smart Wales which will state that all necessary checks need to be carried out.	
Can you confirm that formal identification of all tenants/occupants is obtained and retained?	Yes
Comment : All 14 flats are owned by leaseholders who all have a right to manage. They all have agents apart from 1 owner as they occupy their own flat. The rest are let out. All agents have to adhere to Rent Smart Wales which will state that all necessary checks need to be carried out.	
Can you confirm that you secure a deposit equal to a minimum one month rent or alternatively, have signed up to a deposit replacement scheme protecting a minimum amount equal to one month's rent?	Yes
Comment : All 14 flats are owned by leaseholders who all have a right to manage. They all have agents apart from 1 owner as they occupy their own flat. The rest are let out. All agents have to adhere to Rent Smart Wales which will state that all necessary checks need to be carried out.	
Can you confirm that all rental payments are received from a bank account?	Yes
Comment : All 14 flats are owned by leaseholders who all have a right to manage. They all have agents apart from 1 owner as they occupy their own flat. The rest are let out. All agents have to adhere to Rent Smart Wales which will state that all necessary checks need to be carried out.	
Have you begun proceedings to evict any tenant or have you evicted any tenant in the last 12 months, or are any tenants currently in rent arrears?	No
When did you purchase the premises to be insured? (MM/YYYY)	12/2009
Can you confirm that this policy is intended to cover the whole of the buildings, garages and outbuildings?	Yes

Property 1 Continued

The parties are free to choose the law applicable to this Insurance Contract. Unless specifically agreed to the contrary this insurance shall be governed by the laws of England and subject to the exclusive jurisdiction of the courts of England and Wales.

DATA PROTECTION

Any information you have provided will be dealt with by us in compliance with the provisions of the UK Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679. For further details regarding what data we collect about our customers, how we use it, who we share it with, how long we keep it and their rights relating to their personal data, please refer to our Privacy Policy which is available on our website.

DECLARATION

I/We declare that the information disclosed on this proposal, is to the best of my/our knowledge and belief both accurate and complete. I/we have taken care not to make any misrepresentation in the disclosure of this information and understand that all information provided is relevant to the acceptance and assessment of this insurance, the terms on which it is accepted and the premium charged.

This insurance is underwritten by SJL (Worcester) Ltd t/a SJL Insurance Services on behalf of Lloyd's Syndicate 4444, which is managed by Canopus Managing Agents Limited. Canopus Managing Agents Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number 20484). Canopus Managing Agents Limited, Floor 29, 22 Bishopgate, London, EC2N 4BQ. Registered in England and Wales No.01514453.

MEMORANDUM OF ASSOCIATION

THE COMPANIES ACTS 1985 AND 1989

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

MEMORANDUM OF ASSOCIATION OF

CLIFTON HOUSE RTM COMPANY LIMITED

1. The name of the company is "CLIFTON HOUSE RTM COMPANY LIMITED".
2. The registered office of the Company will be situated in England.
3. The objects for which the Company is established are to acquire and exercise in accordance with the Commonhold and Leasehold Reform Act 2002 ("the 2002 Act") the right to manage the premises known as Clifton House Broadway Cardiff CF24 1 AA ("the Premises"). These objects shall not be restrictively construed but the widest interpretation shall be given to them.
4. In furtherance of the objects, but not otherwise, the Company shall have power to do all such things as may be authorised or required to be done by a RTM company by and under the 2002 Act, and in particular (but without derogation from the generality of the foregoing) -
 - (a) to prepare, make, pursue or withdraw a claim to acquire the right to manage the Premises;
 - b) to exercise management functions under leases of the whole or any part of the Premises in accordance with sections 96 and 97 of the 2002 Act;
 - (c) to exercise functions in relation to the grant of approvals under long leases of the whole or any part of the Premises in accordance with sections 98 and 99 of the 2002 Act;
 - (d) in accordance with sections 100 and 101 of the 2002 Act, to monitor, keep under review, report to the landlord, and procure or enforce the performance by any person of the terms of any covenant, undertaking, duty or obligation in any way connected with or affecting the Premises or any of its occupants;
 - (e) to negotiate for and make applications for the variation of leases pursuant to Part 4 of the Landlord and Tenant Act 1987 ("the 1987 Act");
 - (f) to do such other things and to perform such other functions in relation to the Premises or any leases of the whole or any part of the Premises as may be agreed from time to time with the landlord or landlords or any other parties to the leases, as the case may be;
 - (g) to provide and maintain services and amenities of every description in relation to the Premises; to maintain, repair, renew, redecorate, repaint and clean the Premises; and to cultivate, maintain, landscape and plant any land, gardens and grounds comprised in the Premises;
 - (h) to enter into contracts with builders, decorators, cleaners, tenants, contractors, gardeners, or any other person; to consult and retain any professional advisers and to employ any staff and managing or other agents; and to pay, reward or remunerate in any way any person supplying goods or services to the Company;
 - (i) to make any appropriate or consequential agreements or arrangements for the right to manage the Premises to cease to be exercisable by the Company;

(j) to issue and receive any notice, counter-notice, consent or other communication and to enter into any correspondence concerning or in any way affecting the Premises, the management of the Premises, the occupants of the Premises, the Company, any of its activities, or any of its members;

(k) to commence, pursue, defend or participate in any application to, or other proceeding before, any court or tribunal of any description;

(l) to insure the Premises or any other property of the Company or in which it has an interest against damage or destruction and such other risks as may be considered necessary, appropriate or desirable and to insure the Company and its directors, officers or auditors against public liability and any other risks which it may consider prudent or desirable to insure against;

(m) to collect in or receive monies from any person on account of service charges, administration charges and other charges in relation to the Premises and, where required by law to do so, to hold, invest and deal with the monies in accordance with the provisions of the 1987 Act and any regulations or orders made under that Act from time to time;

(n) to establish, undertake and execute any trusts which may lawfully be, or which are required by law to be, established, undertaken or executed by the Company;

(o) to establish and maintain capital reserves, management funds and any form of sinking fund in order to pay, or contribute towards, all fees, costs and other expenses incurred in the implementation of the Company's objects;

(p) to invest any money of the Company in the United Kingdom by depositing it at interest with any financial institution with which a trust fund of service charge contributions might be held in accordance with the 1987 Act; or to invest it in such other manner (including the purchase of securities and other investments) as the Company in general meeting may authorise from time to time; and to hold, sell or otherwise dispose of any such investments;

(q) subject to any limitations or conditions imposed by the Company in general meeting from time to time, to lend and advance money or give credit on any terms, with or without security to any person; to enter into guarantees, contracts of indemnity and suretyship of all kinds; to receive money on deposit or loan upon any terms; and to secure or guarantee in any manner and upon any terms the payment of any sum of money or the performance of any obligation by any person;

(r) subject to any limitations or conditions imposed by the Company in general meeting from time to time, to borrow and raise money in any manner and to secure the repayment of any money borrowed, raised or owing by mortgage, charge, standard security, lien or other security upon the whole or part of the Company's property or assets (whether present or future) and also by a similar mortgage, charge, standard security, lien or security to secure and guarantee the performance by the Company of any obligation or liability it may undertake or which may become binding on it;

(s) to operate bank accounts and to draw, make, accept, endorse, discount, negotiate, execute and issue cheques, bills of exchange, promissory notes, debentures and other negotiable or transferable instruments;

(t) to pay all or any expenses incurred in connection with the promotion, formation and incorporation of the Company, or to contract with any person to pay such expenses;

(u) with the consent of the Company in general meeting, to give or award pensions, annuities, gratuities, and superannuation or other allowances or benefits or charitable aid and generally to provide advantages, facilities and services for any persons who are or have been directors of, or who are or have been employed by, or who are serving or have served the Company and to the spouses, surviving spouses, children and other relatives and dependants of such persons; to make

payments towards insurance; and to set up, establish, support and maintain superannuation and other funds or schemes (whether contributory or non-contributory) for the benefit of any such persons and of their spouses, surviving spouses, children and other relatives and dependants;

(v) to monitor and determine for the purpose of voting, or for any other purpose, the physical dimensions of the Premises and any part or parts of the Premises and to take or obtain any appropriate measurements;

(w) to enter into any agreements or arrangements with any government or authority (central, municipal, local, or otherwise) that may seem conducive to the attainment of the Company's objects, and to obtain from any such government or authority any charters, decrees, rights, privileges or concessions which the Company may think desirable, and to carry out, exercise, and comply with any such charters, decrees, rights, privileges, and concessions;

(x) to do all things specified for the time being in the articles of association of the Company;

(y) to do or procure or arrange for the doing of all or any of the things or matters mentioned above in any part of the world and either as principals, agents, contractors or otherwise, and by or through agents, brokers, sub-contractors or otherwise and either alone or in conjunction with others; and

(z) to do all such other lawful things as may be incidental or conducive to the pursuit or attainment of the Company's objects.

5. The income of the Company, from wherever derived, shall be applied solely in promoting the Company's objects, and, save on a winding up of the Company, no distribution shall be made to its members in cash or otherwise.
6. The liability of the members is limited.
7. Every member of the Company undertakes to contribute such amount as may be required, not exceeding £1, to the assets of the Company in the event of the Company being wound up while he is a member, or within one year after he ceases to be a member, for payment of the debts and liabilities of the Company contracted before he ceases to be a member, and of the costs, charges, and expenses of winding up the Company, and for the adjustment of the rights of the contributories among themselves.
8. If, on the winding up of the Company, there remains any surplus after the satisfaction of all its debts and liabilities, the surplus shall be paid to or distributed among the members of the Company.
9. In this Memorandum, references to an Act include any statutory modification or re-enactment of the Act for the time being in force.

We, the subscribers to this memorandum of association, wish to be formed into a company pursuant to this memorandum.

Names and addresses of subscribers:



Dated 28 July 2009

ARTICLES OF ASSOCIATION
THE COMPANIES ACTS 1985 AND 1989
COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL
ARTICLES OF ASSOCIATION OF
CLIFTON HOUSE RTM COMPANY LIMITED

INTERPRETATION

1. In these articles:
 - "the Companies Act" means the Companies Act 1985;
 - "the 2002 Act" means the Commonhold and Leasehold Reform Act 2002;
 - "address", in relation to electronic communications, includes any number or address used for the purposes of such communications;
 - "clear days", in relation to a period of notice, means that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
 - "communication" and "electronic communication" have the same meaning as in the Electronic Communications Act 2000;
 - "the Company" means the above named company;
 - "immediate landlord", in relation to a unit in the Premises, means the person who -
 - (a) if the unit is subject to a lease, is the landlord under the lease; or
 - (b) if the unit is subject to two or more leases, is the landlord under whichever of the leases is inferior to the others;
 - "the Premises" means the Premises specified in clause 3 of the Company's memorandum of Association;
 - "residential unit" means a flat or any other separate set of premises which is constructed or adapted for use for the purposes of a dwelling;
 - "registered office" means the registered office of the Company;
 - "secretary" means the secretary of the Company or any other person appointed to perform the duties of the secretary of the Company, including a joint, assistant or deputy secretary.
2. Unless the context otherwise requires, words or expressions contained in these articles bear the same meaning as in the Companies Act.
3. In these articles, references to an Act shall include any statutory modification or re-enactment of the Act for the time being in force.

MEMBERS

4. Subject to the following articles, the subscribers to the Memorandum of Association of the Company, and such other persons as are admitted to membership in accordance with these articles shall be members of the Company. Membership of the Company shall not be transferable.
5. No person shall be admitted to membership of the Company unless that person, whether alone or jointly with others, is -
 - (a) a qualifying tenant of a flat contained in the Premises as specified in section 75 of the 2002 Act; or
 - (b) from the date upon which the Company acquires the right to manage the Premises pursuant to the 2002 Act, a landlord under a lease of the whole or any part of the Premises.
6. A person who, together with another or others, is to be regarded as jointly being the qualifying tenant of a flat, or as jointly constituting the landlord under a lease of the whole or any part of the Premises, shall, once admitted, be regarded as jointly being a member of the Company in respect of that flat or lease (as the case may be).
7. Every person who is entitled to be, and who wishes to become a member of the Company, shall deliver to the Company an application for membership executed by him in the following form (or in a form as near to the following form as circumstances allow or in any other form which is usual or which the directors may approve) -

To the Board of [Name of Company]

I, [name]

of [address]

am a qualifying tenant of [address of flat] and wish to become a member of [name of Company] subject to the provisions of the Memorandum and Articles of Association of the Company and to any Rules made under those Articles. I agree to pay to the Company an amount of up to £1 if the Company is wound up while I am a member or for up to 12 months after I have ceased to be a member.

Signed

Dated

8. Applications for membership by persons who are to be regarded as jointly being the qualifying tenant of a flat, or who jointly constitute the landlord under a lease of the whole or any part of the Premises, shall state the names and addresses of all others who are jointly interested with them, and the order in which they wish to appear on the register of members in respect of such flat or lease (as the case may be).
9. The directors shall, upon being satisfied as to a person's application and entitlement to membership, register such person as a member of the Company.
10. Upon the Company becoming an RTM company in relation to the Premises, any of the subscribers to the Memorandum of Association who do not also satisfy the requirements for membership set out in article 5 above shall cease to be members of the Company with immediate effect. Any member who at any time ceases to satisfy those requirements shall also cease to be a member of the Company with immediate effect.

11. If a member (or joint member) dies or becomes bankrupt, his personal representatives or trustee in bankruptcy will be entitled to be registered as a member (or joint member as the case may be) upon notice in writing to the Company.
12. A member may withdraw from the Company and thereby cease to be a member by giving at least seven clear days' notice in writing to the Company. Any such notice shall not be effective if given in the period beginning with the date on which the Company gives notice of its claim to acquire the right to manage the Premises and ending with the date which is either -
 - (a) the acquisition date in accordance with section 90 of the 2002 Act; or
 - (b) the date of withdrawal or deemed withdrawal of that notice in accordance with sections 86 or 87 of that Act.
13. If, for any reason -
 - (a) a person who is not a member of the Company becomes a qualifying tenant or landlord jointly with persons who are members of the Company, but fails to apply for membership within 28 days, or
 - (b) a member who is a qualifying tenant or landlord jointly with such persons dies or becomes bankrupt and his personal representatives or trustee in bankruptcy do not apply for membership within 56 days pursuant to article 11, or
 - (c) a member who is a qualifying tenant or landlord jointly with such persons resigns from membership pursuant to article 12,those persons shall, unless they are otherwise entitled to be members of the Company by reason of their interest in some other flat or lease, also cease to be members of the Company with immediate effect. All such persons shall, however, be entitled to re-apply for membership in accordance with articles 7 to 9.

GENERAL MEETINGS

14. All general meetings, other than annual general meetings, shall be called extraordinary general meetings.
15. The directors may call general meetings and, on the requisition of members pursuant to the provisions of the Companies Act, shall forthwith (and in any event within twenty-one days) proceed to convene an extraordinary general meeting for a date not more than twenty-eight days after the date of the notice convening the meeting. If there are not within the United Kingdom sufficient directors to call a general meeting, any director or any member of the Company may call a general meeting.
16. All general meetings shall be held at the Premises or at such other suitable place as is near to the Premises and reasonably accessible to all members.

NOTICE OF GENERAL MEETINGS

17. An annual general meeting and an extraordinary general meeting called for the passing of a special resolution or a resolution appointing a person as a director shall be called by at least twenty-one clear days' notice. All other extraordinary general meetings shall be called by at

least fourteen clear days' notice but a general meeting may be called by shorter notice if it is so agreed,

(a) in the case of an annual general meeting, by all the members entitled to attend and vote; and

(b) in the case of any other meeting, by a majority in number of the members having a right to attend and vote, being a majority together holding not less than ninety-five per cent of the total voting rights at the meeting of all the members.

18. The notice shall specify the time and place of the meeting and, in the case of an annual general meeting, shall specify the meeting as such.
19. The notice shall also include or be accompanied by a statement and explanation of the general nature of the business to be transacted at the meeting.
20. Subject to the provisions of these articles, the notice shall be given to all the members and to the directors and auditors.
21. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

PROCEEDINGS AT GENERAL MEETINGS

22. No business shall be transacted at any general meeting unless it was included in the notice convening the meeting in accordance with article 19.
23. No business shall be transacted at any general meeting unless a quorum is present. The quorum for the meeting shall be 20 per cent of the members of the Company entitled to vote upon the business to be transacted, or two members of the Company so entitled (whichever is the greater) present in person or by proxy.
24. If such a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the directors may determine.
25. The chairman, if any, of the board of directors or in his absence some other director nominated by the directors shall preside as chairman of the meeting, but if neither the chairman nor such other director (if any) is present within fifteen minutes after the time appointed for holding the meeting and willing to act, the directors present shall elect one of their number to be chairman and, if there is only one director present and willing to act, he shall be chairman.
26. If no director is willing to act as chairman, or if no director is present within fifteen minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be chairman.
27. A director shall, notwithstanding that he is not a member, be entitled to attend, speak and propose (but, subject to article 33, not vote upon) a resolution at any general meeting of the Company.
28. The chairman may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting if the adjournment had not taken place. When a meeting is

adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.

29. A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the Companies Act, a poll may be demanded -

(a) by the chairman; or

(b) by at least two members having the right to vote at the meeting; or

(c) by a member or members representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting;

and a demand by a person as proxy for a member shall be the same as a demand by the member.

30. Unless a poll is duly demanded, a declaration by the chairman that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

31. The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the chairman and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.

32. A poll shall be taken as the chairman directs and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

33. In the case of an equality of votes, whether on a show of hands or on a poll, the chairman shall be entitled to a casting vote in addition to any other vote he may have.

34. A poll demanded on the election of a chairman or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the chairman directs, not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.

35. No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

36. A resolution in writing executed by or on behalf of each member who would have been entitled to vote upon it if it had been proposed at a general meeting at which he was present shall be as effectual as if it had been passed at a general meeting duly convened and held and may consist of several instruments in the like form each executed by or on behalf of one or more members.

VOTES OF MEMBERS

37. On a show of hands every member who (being an individual) is present in person or (being a corporation) is present by a duly authorised representative, not being himself a member entitled

to vote, shall have one vote and on a poll, each member shall have the number of votes determined in accordance with articles 38 to 40.

- 38.** If there are no landlords under leases of the whole or any part of the Premises who are members of the Company, then one vote shall be available to be cast in respect of each flat in the Premises. The vote shall be cast by the member who is the qualifying tenant of the flat.
- 39.** At any time at which there are any landlords under leases of the whole or any part of the Premises who are members of the Company, the votes available to be cast shall be determined as follows -
- (a) there shall first be allocated to each residential unit in the Premises the same number of votes as equals the total number of members of the Company who are landlords under leases of the whole or any part of the Premises. Landlords under a lease who are regarded as jointly being a member of the Company shall be counted as one member for this purpose;
- (b) if at any time the Premises includes any non-residential part, a total number of votes shall be allocated to that part as shall equal the total number of votes allocated to the residential units multiplied by a factor of A/B, where A is the total internal floor area of the non-residential parts and B is the total internal area of all the residential parts. Internal floor area shall be determined in accordance with paragraph 1(4) of Schedule 6 to the 2002 Act. Calculations of the internal floor area shall be measured in square metres, fractions of floor area of less than half a square metre shall be ignored and fractions of floor area in excess of half a square metre shall be counted as a whole square metre;
- (c) the votes allocated to each residential unit shall be entitled to be cast by the member who is the qualifying tenant of that unit, or if there is no member who is a qualifying tenant of the unit, by the member who is the immediate landlord;
- (d) the votes allocated to any non-residential part included in the Premises shall be entitled to be cast by the immediate landlord of that part, or where there is no lease of a non-residential part, by the freeholder. Where there is more than one such person, the total number of votes allocated to the non-residential part shall be divided between them in proportion to the internal floor area of their respective parts. Any resulting entitlement to a fraction of a vote shall be ignored;
- (e) if a residential unit is not subject to any lease, no votes shall be entitled to be cast in respect of it;
- (f) any person who is a landlord under a lease or leases of the whole or any part of the Premises and who is a member of the Company but is not otherwise entitled to any votes, shall be entitled to one vote.
- 40.** In the case of any persons who are to be regarded as jointly being members of the Company, any such person may exercise the voting rights to which such members are jointly entitled, but where more than one such person tenders a vote, whether in person or by proxy, the vote of the senior shall be accepted to the exclusion of the votes of the others, and seniority shall be determined by the order in which the names of such persons appear in the register of members in respect of the flat or lease (as the case may be) in which they are interested.
- 41.** The Company shall maintain a register showing the respective entitlements of each of its members to vote on a poll at any meeting of the Company.
- 42.** Any objection to the qualification of any voter or to the computation of the number of votes to which he is entitled that is raised in due time at a meeting or adjourned meeting shall be referred to

the chairman of the meeting, whose decision shall, for all purposes relating to that meeting or adjourned meeting, be final and conclusive. Subject to that, any dispute between any member and the Company or any other member, that arises out of the member's contract of membership and concerns the measurement of floor areas, shall be referred for determination by an independent chartered surveyor selected by agreement between the parties or, in default, by the President of the Royal Institution of Chartered Surveyors. Such independent chartered surveyor shall, in determining the measurements of the floor areas in question, act as an expert and not as an arbitrator and his decision shall be final and conclusive. The Company shall be responsible to such surveyor for payment of his fees and expenses, but he shall have the power, in his absolute discretion, to direct that some or all of such fees and expenses shall be reimbursed by the member(s) in question to the Company, in which event such monies shall be paid by the member(s) to the Company forthwith.

43. A member in respect of whom an order has been made by any court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder may vote, whether on a show of hands or on a poll, by his receiver, curator bonis or other person, authorised in that behalf appointed by that court, and any such receiver, curator bonis or other person may, on a poll, vote by proxy. Evidence to the satisfaction of the directors of the authority of the person claiming to exercise the right to vote shall be deposited at the registered office, or at such other place as is specified in accordance with these articles for the deposit of instruments of proxy, not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which the right to vote is to be exercised and in default the right to vote shall not be exercisable.
44. On a poll votes may be given either personally or by proxy. A member may appoint more than one proxy to attend on the same occasion.
45. An instrument appointing a proxy shall be writing, executed by or on behalf of the appointor and shall be in the following form (or in a form as near to the following form as circumstances allow or in any other form which is usual or which the directors may approve) -

[Name of Company]

[Name of member(s)], of [address], being a member/members of the above-named company, hereby appoint [name] of [address], or failing him, [name] of [address], as my/our proxy to vote in my/our name[s] and on my/our behalf at the annual/extraordinary general meeting of the company to be held on [date], and at any adjournment of the meeting.

Signed on [date]

46. Where it is desired to afford members an opportunity of instructing the proxy how he shall act, the instrument appointing a proxy shall be in the following form (or in a form as near to the following form as circumstances allow or in any other form which is usual or which the directors may approve) -

[Name of Company]

[Name of member(s)], of [address], being a member/members of the above-named company, hereby appoint [name] of [address], or failing him [name] of [address], as my/our proxy to vote in my/our name[s] and on my/our behalf at the annual/extraordinary general meeting of the company, to be held on [date], and at any adjournment of the meeting.

This form is to be used in respect of the resolutions mentioned below as follows:

Resolution No. 1 [for] [against]

Resolution No. 2 [for] [against]

[Strike out whichever is not desired]

Unless otherwise instructed, the proxy may vote as he thinks fit or abstain from voting.

Signed on [date]

47. The instrument appointing a proxy and any authority under which it is executed or a copy of such authority certified notarially or in some other way approved by the directors may -
- (a) in the case of an instrument in writing, be deposited at the registered office or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the Company in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or
 - (b) in the case of an appointment contained in an electronic communication, where an address has been specified for the purpose of receiving electronic communications -
 - (i) in the notice convening the meeting, or
 - (ii) in any instrument of proxy sent out by the Company in relation to the meeting, or
 - (iii) in any invitation contained in an electronic communication to appoint a proxy issued by the Company in relation to the meeting,
- be received at such address not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the appointment proposes to vote;
- (c) in the case of a poll taken more than 48 hours after it is demanded, be deposited or received as mentioned in paragraph (a) or (b) after the poll has been demanded and not less than 24 hours before the time appointed for the taking of the poll; or
 - (d) where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the chairman or to the secretary or to any director,
- and an instrument of proxy which is not deposited, delivered or received in a manner permitted by this article shall be invalid.
48. A vote given or poll demanded by proxy or by the duly authorised representative of a corporation shall be valid notwithstanding the previous termination of the authority of the person voting or demanding a poll unless notice of the termination was received by the Company at the registered office or at such other place at which the instrument of proxy was duly deposited or, where the appointment of the proxy was contained in an electronic communication, at the address at which such appointment was duly received before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

QUALIFICATION OF DIRECTORS

49. A director need not be a member of the Company.

NUMBER OF DIRECTORS

50. Unless otherwise determined by ordinary resolution, the number of directors (other than alternate directors) shall not be subject to any maximum but shall be not less than two.

APPOINTMENT AND REMOVAL OF DIRECTORS

51. At the first annual general meeting, all of the directors shall retire from office, and at every subsequent annual general meeting one-third of the directors who are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one-third shall retire from office; but if there is only one director who is subject to retirement by rotation, he shall retire.

52. Subject to the provisions of the Companies Act, the directors to retire by rotation shall be those who have been longest in office since their last appointment or reappointment, but as between persons who became or who were last reappointed directors on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

53. If the Company, at the meeting at which a director retires by rotation, does not fill the vacancy, the retiring director shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the director is put to the meeting and lost.

54. A person other than a director retiring by rotation shall not be appointed or reappointed as a director at any general meeting unless -

(a) he is recommended by the directors; or

(b) not less than fourteen nor more than thirty-five clear days before the date appointed for the meeting, notice executed by a member qualified to vote at the meeting has been given to the Company of the intention to propose that person for appointment or reappointment stating the particulars which would, if he were so appointed or reappointed, be required to be included in the Company's register of directors together with notice executed by that person of his willingness to be appointed or reappointed.

55. Not less than seven nor more than twenty-eight clear days before the date appointed for holding a general meeting, notice shall be given to all who are entitled to receive notice of the meeting of any person who is recommended by the directors for appointment or reappointment as a director at the meeting or in respect of whom notice has been duly given to the Company of the intention to propose him at the meeting for appointment or reappointment as a director. The notice shall give the particulars of that person which would, if he were so appointed or reappointed, be required to be included in the Company's register of directors

56. Subject to articles 51 to 55, the Company may by ordinary resolution appoint a person who is willing to act to be a director either to fill a vacancy, or as an additional director and may also determine the rotation in which any additional directors are to retire.

57. The directors may appoint a person who is willing to act to be a director, either to fill a vacancy or as an additional director, provided that the appointment does not cause the number of directors to exceed any number fixed by or in accordance with the articles as the maximum number of directors. A director so appointed shall hold office only until the next following annual general meeting. If not reappointed at such annual general meeting, he shall vacate office at the conclusion thereof.

58. Subject to those articles, a director who retires at an annual general meeting may, if willing to act, be reappointed. If he is not reappointed, he shall retain office until the meeting appoints someone in his place, or if it does not do so, until the end of the meeting.

ALTERNATE DIRECTORS

- 59.** Any director (other than an alternate director) may appoint any other director, or any other person approved by resolution of the directors and willing to act, to be an alternate director and may remove from office an alternate director so appointed by him.
- 60.** An alternate director shall be entitled to receive notice of all meetings of directors and of all meetings of committees of directors of which his appointor is a member, to attend and vote at any such meeting at which the director appointing him is not personally present and generally to perform all the functions of his appointor as a director in his absence but shall not be entitled to receive any remuneration from the Company for his service as an alternate director. It shall not be necessary to give notice of such a meeting to an alternate director who is absent from the United Kingdom unless he has given to the Company an address to which notices may be sent using electronic communications.
- 61.** An alternate director shall cease to be an alternate director if his appointor ceases to be a director. If a director retires but is reappointed or deemed to have been reappointed at the meeting at which he retires, any appointment of an alternate director made by him which was in force immediately prior to his retirement shall continue after his reappointment.
- 62.** Any appointment or removal of an alternate director shall be by notice to the Company signed by the director making or revoking the appointment or in any other manner approved by the directors.
- 63.** Except where otherwise provided in these articles, an alternate director shall be deemed for all purposes to be a director and shall alone be responsible for his own acts and defaults and he shall not be deemed to be the agent of the director appointing him.

DISQUALIFICATION AND REMOVAL OF DIRECTORS

- 64.** The office of a director shall be vacated if -
- (a) he ceases to be a director by virtue of any provision of the Companies Act or he becomes prohibited by law from being a director; or
 - (b) he becomes bankrupt and shall continue to be disqualified from acting as a director whilst he remains undischarged from his bankruptcy, or makes any arrangement or composition with his creditors generally; or
 - (c) he is, or may be, suffering from mental disorder and either -
 - (i) he is admitted to hospital in pursuance of an application for admission for treatment under the Mental Health Act 1983 or, in Scotland, an application for admission under the Mental Health (Scotland) Act 1960, or
 - (ii) an order is made by a court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder for his detention or for the appointment of a receiver, curator bonis or other person to exercise powers with respect to his property or affairs; or
 - (d) having been a member of the Company, he ceases to be a member of the Company; or
 - (e) he resigns his office by notice to the Company; or

(f) he shall for more than six consecutive months have been absent without permission of the directors from meetings of directors held during that period and the directors resolve that his office be vacated.

POWERS OF DIRECTORS

65. Subject to the provisions of the Companies Act, the memorandum and these articles and to any directions given by special resolution, the business of the Company shall be managed by the directors who may exercise all the powers of the Company. No alteration of the memorandum or articles and no such direction shall invalidate any prior act of the directors which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this article shall not be limited by any special power given to the directors by these articles and a meeting of directors at which a quorum is present may exercise all powers exercisable by the directors.

66. The directors may, by power of attorney or otherwise, appoint any person to be the agent of the Company for such purposes and on such conditions as they determine, including authority for the agent to delegate all or any of his powers.

DELEGATION OF DIRECTORS' POWERS

67. The directors may delegate any of their powers to any committee consisting of one or more directors, members of the Company and others as they shall think fit. The majority of the members of any such committee from time to time shall be members of the Company. The directors may also delegate to any managing director, or any director holding any other executive office, such of their powers as they consider desirable to be exercised by him. Any such delegation may be made subject to any conditions the directors may impose, and either collaterally with or to the exclusion of their own powers and may be revoked or altered. Subject to any such conditions, the proceedings of a committee with two or more members shall be governed by the articles regulating the proceedings of directors so far as they are capable of applying.

REMUNERATION OF DIRECTORS

68. Except with the consent of the Company in general meeting, the directors shall not be entitled to any remuneration. Any resolution giving such consent shall specify the amount of remuneration to be paid to the directors, and unless the resolution provides otherwise, the remuneration shall be deemed to accrue from day to day.

DIRECTORS' EXPENSES

69. The directors may be paid all expenses properly incurred by them in connection with their attendance at meetings of directors or committees of directors or general meetings of the Company or otherwise in connection with the discharge of their duties.

DIRECTORS' APPOINTMENTS AND INTERESTS

70. Subject to the provisions of the Companies Act, and provided that the terms of any such appointment, agreement or arrangement have been approved in advance by the Company, the directors may appoint one or more of their number to the office of managing director or to any other executive office under the Company and may enter into an agreement or arrangement

with any director for his employment by the Company or for the provision by him of any services outside the scope of the ordinary duties of a director. Any appointment of a director to an executive office shall terminate if he ceases to be a director but without prejudice to any claim to damages for breach of the contract of service between the director and the Company.

71. Subject to the provisions of the Companies Act, and provided that he has disclosed to the directors the nature and extent of any material interest of his, a director notwithstanding his office -

(a) may be a party to, or otherwise interested in, any transaction or arrangement with the Company or in which the Company is otherwise interested; and

(b) may be a director or other officer of, or employed by, or a party to any transaction or arrangement with, or otherwise interested in, any body corporate promoted by the Company or in which the Company is otherwise interested; and

(c) shall not, by reason of his office, be accountable to the Company for any benefit which he derives from any such office or employment or from any such transaction or arrangement or from any interest in any such body corporate and no such transaction or arrangement shall be liable to be avoided on the ground of any such interest or benefit.

72. For the purposes of article 71 -

(a) a general notice given to the directors that a director is to be regarded as having an interest of the nature and extent specified in the notice in any transaction or arrangement in which a specified person or class of persons is interested shall be deemed to be a disclosure that the director has an interest in any such transaction of the nature and extent so specified; and

(b) an interest of which a director has no knowledge and of which it is unreasonable to expect him to have knowledge shall not be treated as an interest of his.

DIRECTORS' GRATUITIES AND PENSIONS

73. The directors may provide benefits, whether by the payment of gratuities or pensions or by insurance or otherwise, for any director who has held but no longer holds any executive office or employment with the Company or with any body corporate which is or has been a subsidiary of the Company, and for any member of his family (including a spouse and a former spouse) or any person who is or was dependent on him, and may (as well before as after he ceases to hold such office or employment) contribute to any fund and pay premiums for the purchase or provision of any such benefit.

PROCEEDINGS OF DIRECTORS

74. Subject to the provisions of these articles, the directors may regulate their proceedings as they think fit. A director may, and the secretary at the request of a director shall, call a meeting of the directors. It shall not be necessary to give notice of a meeting to a director who is absent from the United Kingdom unless he has given to the Company an address to which notices may be sent using electronic communications. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the chairman shall have a second or casting vote. A director who is also an alternate director shall be entitled in the absence of his appointor to a separate vote on behalf of his appointor in addition to his own vote.

75. The quorum for the transaction of the business of the directors may be fixed by the directors

and, unless so fixed at any other greater number, shall be the greater of 50 per cent of the number of appointed directors for the time being, or two. A person who holds office only as an alternate director shall, if his appointor is not present, be counted in the quorum. A person who holds office both as a director and as an alternate director shall only be counted once in the quorum.

76. The continuing directors or a sole continuing director may act notwithstanding any vacancies in their number, but, if the number of directors is less than the number fixed as the quorum, the continuing director may act only for the purpose of filling vacancies or of calling a general meeting.
77. The directors may appoint one of their number to be the chairman of the board of directors and may at any time remove him from that office. Unless he is unwilling to do so, the director so appointed shall preside at every meeting of directors at which he is present. But if there is no director holding that office, or if the director holding it is unwilling to preside or is not present within fifteen minutes after the time appointed for the meeting, the directors present may appoint one of their number to be chairman of the meeting.
78. All acts done by a meeting of directors, or of a committee of directors, or by a person acting as a director shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any director or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a director and had been entitled to vote.
79. A resolution in writing signed by all the directors entitled to receive notice of a meeting of directors or of a committee of directors shall be as valid and effectual as if it had been passed at a meeting of directors or (as the case may be) a committee of directors duly convened and held and may consist of several documents in the like form each signed by one or more directors; but a resolution signed by an alternate director need not also be signed by his appointor and, if it is signed by a director who has appointed an alternate director, it need not be signed by the alternate director in that capacity.
80. A director who is not a member of the Company shall not vote at a meeting of directors or of a committee of directors on any resolution concerning a matter in which he has, directly or indirectly, an interest or duty which is material and which conflicts or may conflict with the interests of the Company. For the purposes of this article, an interest of a person who is, for any purpose of the Companies Act, connected with a director shall be treated as an interest of the director and, in relation to an alternate director, an interest of his appointor shall be treated as an interest of the alternate director without prejudice to any interest which the alternate director has otherwise. A director shall not be counted in the quorum present at a meeting in relation to a resolution on which he is not entitled to vote.
81. A director who is a member of the Company may vote at any meeting of directors or of any committee of directors of which he is a member notwithstanding that it in any way concerns or relates to a matter in which he has any interest whatsoever, directly or indirectly, and if he votes on such a resolution, his vote shall be counted; and, in relation to any such resolution, he shall (whether or not he votes on it) be taken into account in calculating the quorum present at the meeting.
82. If a question arises at a meeting of directors or of a committee of directors as to the right of a director to vote, the question may, before the conclusion of the meeting, be referred to the chairman of the meeting and his ruling in relation to any director other than himself shall be final and conclusive.

SECRETARY

83. Subject to the provisions of the Companies Act, the secretary shall be appointed by the directors for such terms, at such remuneration and upon such conditions as they may think fit; and any secretary so appointed may be removed by them. The secretary may resign his office at any time by giving notice in writing to the Company.

MINUTES

84. The directors shall cause minutes to be made in books kept for the purpose -

(a) of all appointments of officers made by the directors; and

(b) of all proceedings at meetings of the Company, of members and of the directors, and of committees of directors, including the names of the directors present at each such meeting.

NO DISTRIBUTION OF PROFITS

85. Except in the case of a winding up, the Company shall not make any distribution to its members of its profits or assets, whether in cash or otherwise.

WINDING UP

86. If the Company is wound up, the liquidator may, with the sanction of an extraordinary resolution of the Company and any other sanction required by the Companies Act, divide among the members the whole or any part of the assets of the Company and may, for that purpose, value any assets and determine how the division shall be carried out as between the members or different classes of members. The liquidator may, with the like sanction, vest the whole or any part of the assets in trustees upon such trusts for the benefit of the members as he, with the like sanction, determines but no member shall be compelled to accept any asset upon which there is a liability.

INSPECTION AND COPYING OF BOOKS AND RECORDS

87. In addition to, and without derogation from, any right conferred by statute, any member shall have the right, on reasonable notice, at such time and place as shall be convenient to the Company, to inspect, and to be provided with a copy of, any book, minute, document or accounting record of the Company, upon payment of any reasonable charge for copying. Such rights shall be subject to any resolution of the Company in general meeting, and, in the case of any book, minute, document or accounting record which the directors reasonably consider contains confidential material, the disclosure of which would be contrary to the interests of the Company, to the exclusion or excision of such confidential material (the fact of such exclusion or excision being disclosed to the member), and to any other reasonable conditions that the directors may impose.

NOTICES

88. Any notice to be given to or by any person pursuant to these articles shall be in writing or shall be given using electronic communications to an address for the time being notified for that purpose to the person giving the notice. A notice calling a meeting of the directors need not be in writing or given using electronic communications if there is insufficient time to give

such notice having regard to the urgency of the business to be conducted at the meeting.

89. The Company may give any notice to a member either personally or by sending it by first class post in a prepaid envelope addressed to the member at his registered address or by leaving it at that address or by giving it using electronic communications in accordance with any of the methods described in subsections (4A)-(4D) of section 369 of the Companies Act. A member whose registered address is not within the United Kingdom and who gives to the Company an address within the United Kingdom at which notices may be given to him, or an address to which notices may be sent by electronic communications, shall be entitled to have notices given to him at that address, but otherwise no such member shall be entitled to receive any notice from the Company.

90. A member present, either in person or by proxy, at any meeting of the Company shall be deemed to have received notice of the meeting and, where requisite, of the purposes for which it was called.

91. Proof that an envelope containing a notice was properly addressed, prepaid and posted by first class post shall be conclusive evidence that the notice was given. Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given.

92. A notice sent by first class post shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted. A notice contained in an electronic communication sent in accordance with section 369(4A) of the Companies Act shall be deemed to be given at the expiration of 48 hours after the time it was sent. A notice contained in an electronic communication given in accordance with section 369(4B) of the Companies Act shall be deemed to be given when treated as having been so given in accordance with that subsection.

INDEMNITY

93. Subject to the provisions of the Companies Act, and in particular section 310 of that Act -

(a) without prejudice to any indemnity to which a director may otherwise be entitled, every director or other officer or auditor of the Company shall be indemnified out of the assets of the Company against any losses or liabilities which he may sustain or incur in or about, or otherwise in relation to, the execution of the duties of his office, including any liability incurred by him in defending any proceedings, whether civil or criminal, in which judgment is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Company; and

(b) no director or other officer shall be liable for any loss, damage or other misfortune which may happen to or be incurred by the Company in, or in relation to, the execution of the duties of his office.

94. The directors shall have power to purchase and maintain for any director, officer or auditor of the Company, insurance against any such liability as is referred to in section 310(1) of the Companies Act.

RULES OR BYE-LAWS

95. The directors may from time to time make such rules or bye-laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Company. Any such

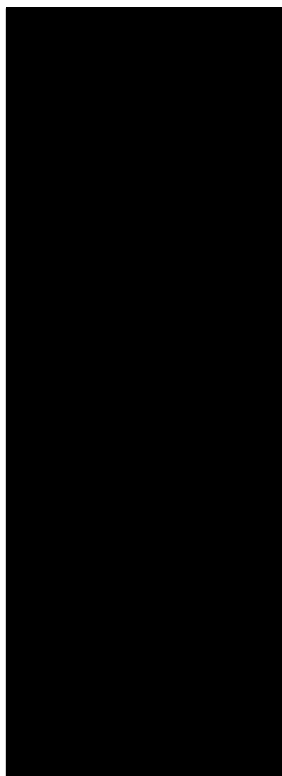
rules or bye-laws shall not be inconsistent with the Memorandum and these articles and may, in particular (but without prejudice to the generality of the directors' powers), regulate -

(a) the conduct of the members of the Company in relation to one another and to the Company and the Company's servants;

(b) the procedure at general meetings and meetings of the directors and committees of the directors of the Company in so far as such procedure is not regulated by these articles.

96. The Company in general meeting shall have power to alter, repeal or add to any such rules or bye-laws and the directors shall adopt such means as they deem sufficient to bring to the notice of the members of the Company any such rules or bye-laws, which so long as they shall be in force, shall be binding on all members of the Company.

Names, Addresses and Signatures of Members:



Dated 28 July 2009

Registered number
06975399

Clifton House RTM Company Ltd

Report and Accounts

31 July 2023

Clifton House RTM Company Ltd
Registered number: 06975399
Directors' Report

The directors present their report and accounts for the year ended 31 July 2023.

Directors

The following persons served as directors during the year:

[REDACTED]

Small company provisions

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 7 November 2023 and signed on its behalf.

[REDACTED]

Director

Clifton House RTM Company Ltd
Accountants' Report

Accountants' report to the directors of
Clifton House RTM Company Ltd

You consider that the company is exempt from an audit for the year ended 31 July 2023. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for the financial year.

In accordance with your instructions, we have prepared the accounts which comprise the Profit and Loss Account, the Balance Sheet, the Statement of Changes in Equity and the related notes from the accounting records of the company and on the basis of information and explanations you have given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

Cadbury Business Management Ltd

Old Auster
The Causeway
Mark
Somerset
TA9 4QF

7 November 2023

Clifton House RTM Company Ltd
Profit and Loss Account
for the year ended 31 July 2023

	2023 £	2022 £
Turnover	10,054	10,054
Cost of sales	(933)	(1,750)
Gross profit	9,121	8,304
Administrative expenses	2,692	(9,575)
Profit/(loss) before taxation	11,813	(1,271)
Tax on profit/(loss)	-	-
Profit/(loss) for the financial year	11,813	(1,271)

Clifton House RTM Company Ltd**Registered number:** 06975399**Balance Sheet****as at 31 July 2023**

	Notes	2023 £	2022 £
Fixed assets			
Tangible assets		-	-
		-	-
Current assets			
Debtors	3	1,642	917
Cash at bank and in hand		11,537	12,894
		13,179	13,811
Creditors: amounts falling due within one year	4	(258)	(12,703)
Net current assets		12,921	1,108
Total assets less current liabilities		12,921	1,108
Provisions for liabilities		-	-
Net assets		12,921	1,108
Capital and reserves			
Profit and loss account		12,921	1,108
Shareholders' funds		12,921	1,108

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

Director

Approved by the board on 7 November 2023

Clifton House RTM Company Ltd
Notes to the Accounts
for the year ended 31 July 2023

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Turnover

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods have transferred to the buyer. Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs.

Debtors

Short term debtors are measured at transaction price (which is usually the invoice price), less any impairment losses for bad and doubtful debts. Loans and other financial assets are initially recognised at transaction price including any transaction costs and subsequently measured at amortised cost determined using the effective interest method, less any impairment losses for bad and doubtful debts.

Creditors

Short term creditors are measured at transaction price (which is usually the invoice price). Loans and other financial liabilities are initially recognised at transaction price net of any transaction costs and subsequently measured at amortised cost determined using the effective interest method.

Taxation

A current tax liability is recognised for the tax payable on the taxable profit of the current and past periods. A current tax asset is recognised in respect of a tax loss that can be carried back to recover tax paid in a previous period. Deferred tax is recognised in respect of all timing differences between the recognition of income and expenses in the financial statements and their inclusion in tax assessments. Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Deferred tax is measured using the tax rates and laws that have been enacted or substantively enacted by the reporting date and that are expected to apply to the reversal of the timing difference, except for revalued land and investment property where the tax rate that applies to the sale of the asset is used. Current and deferred tax assets and liabilities are not discounted.

Provisions

Provisions (ie liabilities of uncertain timing or amount) are recognised when there is an obligation at the reporting date as a result of a past event, it is probable that economic benefit will be transferred to settle the obligation and the amount of the obligation can be estimated reliably.

Clifton House RTM Company Ltd
Notes to the Accounts
for the year ended 31 July 2023

2 Employees	2023 Number	2022 Number
Average number of persons employed by the company	<u>0</u>	<u>0</u>
3 Debtors	2023 £	2022 £
Service charges	<u>1,642</u>	<u>917</u>
	<u>1,642</u>	<u>917</u>
4 Creditors: amounts falling due within one year	2023 £	2022 £
Trade creditors	<u>258</u>	<u>12,703</u>
	<u>258</u>	<u>12,703</u>

5 Related party transactions

■■■■■ - Joint owner of Flat 8 & 14

■■■■■ undertakes the day to day management of the building and has charged £3,600 (2022 - £3,600) during the year.

■■■■■ - Owners of Flat 1

Accounting services have been provided by Cadbury Business Management Ltd, a company owned by ■■■■■, who have charged £1,092 (2022 - £1,020)

6 Limited by Guarantee

The company is limited by guarantee of members and does not have a share capital. The liability of members is limited to £1.

7 Other information

Clifton House RTM Company Ltd is a private company limited by shares and incorporated in England. Its registered office is:

Old Auster
The Causeway
Mark
Somerset
TA9 4QF

Clifton House RTM Company Ltd
Detailed profit and loss account
for the year ended 31 July 2023

This schedule does not form part of the statutory accounts

	2023 £	2022 £
Sales	10,054	10,054
Cost of sales	(933)	(1,750)
Gross profit	9,121	8,304
Administrative expenses	2,692	(9,575)
Profit/(loss) before tax	11,813	(1,271)

Clifton House RTM Company Ltd
Detailed profit and loss account
for the year ended 31 July 2023

	2023	2022
	£	£
Income		
Service Charges receivable	10,054	10,054
Total Income	<u>10,054</u>	<u>10,054</u>
Property Costs		
Ground Rent	(12,000)	-
Repairs and maintenance	1,958	1,998
External Decoration	-	875
Cleaning and refuse	1,070	1,040
CCTV	933	875
Utilities		
Electricity	440	912
Professional fees		
Management fees	3,600	3,600
Accountancy fees	1,127	1,055
Insurance	1,011	872
Bank charges	102	98
Total expenditure	<u>(1,759)</u>	<u>11,325</u>
Shortfall of income over expenditure	<u>11,813</u>	<u>(1,271)</u>

Registered number
06975399

Clifton House RTM Company Ltd

Report and Accounts

31 July 2024

Clifton House RTM Company Ltd
Registered number: 06975399
Director's Report

The director presents his report and accounts for the year ended 31 July 2024.

Directors

The following persons served as directors during the year:

[REDACTED]

Small company provisions

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 31 March 2025 and signed on its behalf.

[REDACTED]

Director

Clifton House RTM Company Ltd
Accountants' Report

Accountants' report to the director of
Clifton House RTM Company Ltd

You consider that the company is exempt from an audit for the year ended 31 July 2024. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for the financial year.

In accordance with your instructions, we have prepared the accounts which comprise the Profit and Loss Account, the Balance Sheet, the Statement of Changes in Equity and the related notes from the accounting records of the company and on the basis of information and explanations you have given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

Cadbury Business Management Ltd

Old Auster
The Causeway
Mark
Somerset
TA9 4QF

31 March 2025

Clifton House RTM Company Ltd
Profit and Loss Account
for the year ended 31 July 2024

	2024 £	2023 £
Turnover	10,455	10,054
Cost of sales	(979)	(933)
Gross profit	9,476	9,121
Administrative expenses	(9,424)	2,692
Profit before taxation	52	11,813
Tax on profit	-	-
Profit for the financial year	52	11,813

Clifton House RTM Company Ltd**Registered number:** 06975399**Balance Sheet
as at 31 July 2024**

	Notes	2024 £	2023 £
Fixed assets			
Tangible assets		-	-
		-	-
Current assets			
Debtors	3	1,285	1,642
Cash at bank and in hand		11,846	11,537
		13,131	13,179
Creditors: amounts falling due within one year	4	(158)	(258)
Net current assets		12,973	12,921
Total assets less current liabilities		12,973	12,921
Provisions for liabilities		-	-
Net assets		12,973	12,921
Capital and reserves			
Profit and loss account		12,973	12,921
Shareholders' funds		12,973	12,921

The director is satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The director acknowledges his responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

Director

Approved by the board on 31 March 2025

Clifton House RTM Company Ltd
Notes to the Accounts
for the year ended 31 July 2024

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Turnover

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods have transferred to the buyer. Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs.

Debtors

Short term debtors are measured at transaction price (which is usually the invoice price), less any impairment losses for bad and doubtful debts. Loans and other financial assets are initially recognised at transaction price including any transaction costs and subsequently measured at amortised cost determined using the effective interest method, less any impairment losses for bad and doubtful debts.

Creditors

Short term creditors are measured at transaction price (which is usually the invoice price). Loans and other financial liabilities are initially recognised at transaction price net of any transaction costs and subsequently measured at amortised cost determined using the effective interest method.

Taxation

A current tax liability is recognised for the tax payable on the taxable profit of the current and past periods. A current tax asset is recognised in respect of a tax loss that can be carried back to recover tax paid in a previous period. Deferred tax is recognised in respect of all timing differences between the recognition of income and expenses in the financial statements and their inclusion in tax assessments. Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Deferred tax is measured using the tax rates and laws that have been enacted or substantively enacted by the reporting date and that are expected to apply to the reversal of the timing difference, except for revalued land and investment property where the tax rate that applies to the sale of the asset is used. Current and deferred tax assets and liabilities are not discounted.

Provisions

Provisions (ie liabilities of uncertain timing or amount) are recognised when there is an obligation at the reporting date as a result of a past event, it is probable that economic benefit will be transferred to settle the obligation and the amount of the obligation can be estimated reliably.

Clifton House RTM Company Ltd
Notes to the Accounts
for the year ended 31 July 2024

2 Employees	2024 Number	2023 Number
Average number of persons employed by the company	<u>0</u>	<u>0</u>
3 Debtors	2024 £	2023 £
Service charges	<u>1,285</u>	<u>1,642</u>
	<u>1,285</u>	<u>1,642</u>
4 Creditors: amounts falling due within one year	2024 £	2023 £
Trade creditors	<u>158</u>	<u>258</u>
	<u>158</u>	<u>258</u>

5 Related party transactions

■■■■■ - Joint owner of Flat 8 & 14

■■■■■ undertakes the day to day management of the building and has charged £3,600 (2023 - £3,600) during the year.

■■■■■ - Owners of Flat 1

Accounting services have been provided by Cadbury Business Management Ltd, a company owned by ■■■■■, who have charged £1,139 (2023 - £1,092)

6 Limited by Guarantee

The company is limited by guarantee of members and does not have a share capital. The liability of members is limited to £1.

7 Other information

Clifton House RTM Company Ltd is a private company limited by shares and incorporated in England. Its registered office is:

Old Auster
The Causeway
Mark
Somerset
TA9 4QF

Clifton House RTM Company Ltd
Detailed profit and loss account
for the year ended 31 July 2024

This schedule does not form part of the statutory accounts

	2024 £	2023 £
Sales	10,455	10,054
Cost of sales	(979)	(933)
Gross profit	9,476	9,121
Administrative expenses	(9,424)	2,692
Operating profit	52	11,813
Income from investments	-	-
Profit before tax	52	11,813

Clifton House RTM Company Ltd
Detailed profit and loss account
for the year ended 31 July 2024

	2024	2023
	£	£
Income		
Service Charges receivable	10,455	10,054
Total Income	<u>10,455</u>	<u>10,054</u>
Property Costs		
Ground Rent	-	(12,000)
Repairs and maintenance	1,174	1,958
Cleaning and refuse	1,200	1,070
CCTV	979	933
Utilities		
Electricity	1,086	440
Professional fees		
Management fees	3,600	3,600
Accountancy fees	1,139	1,127
Insurance	1,123	1,011
Bank charges	102	102
Total expenditure	<u>10,403</u>	<u>(1,759)</u>
Shortfall of income over expenditure	<u>52</u>	<u>11,813</u>

Registered number
06975399

Clifton House RTM Company Ltd

Report and Accounts

31 July 2025

Clifton House RTM Company Ltd
Registered number: 06975399
Director's Report

The director presents his report and accounts for the year ended 31 July 2025.

Directors

The following persons served as directors during the year:

Michelle Ashworth

Small company provisions

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 10 March 2026 and signed on its behalf.

Michelle Ashworth
Director

Clifton House RTM Company Ltd
Accountants' Report

Accountants' report to the director of
Clifton House RTM Company Ltd

You consider that the company is exempt from an audit for the year ended 31 July 2025. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for the financial year.

In accordance with your instructions, we have prepared the accounts which comprise the Profit and Loss Account, the Balance Sheet, the Statement of Changes in Equity and the related notes from the accounting records of the company and on the basis of information and explanations you have given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

Cadbury Business Management Ltd

Old Auster
The Causeway
Mark
Somerset
TA9 4QF

10 March 2026

Clifton House RTM Company Ltd
Profit and Loss Account
for the year ended 31 July 2025

	2025 £	2024 £
Turnover	11,292	10,455
Cost of sales	(1,042)	(979)
Gross profit	<u>10,250</u>	<u>9,476</u>
Administrative expenses	(12,225)	(9,424)
(Loss)/profit before taxation	<u>(1,975)</u>	<u>52</u>
Tax on (loss)/profit	-	-
(Loss)/profit for the financial year	<u>(1,975)</u>	<u>52</u>

Clifton House RTM Company Ltd**Registered number:** 06975399**Balance Sheet
as at 31 July 2025**

	Notes	2025 £	2024 £
Fixed assets			
Tangible assets		-	-
		-	-
Current assets			
Debtors	3	1,494	1,285
Cash at bank and in hand		9,718	11,846
		11,212	13,131
Creditors: amounts falling due within one year	4	(214)	(158)
Net current assets		10,998	12,973
Total assets less current liabilities		10,998	12,973
Provisions for liabilities		-	-
Net assets		10,998	12,973
Capital and reserves			
Profit and loss account		10,998	12,973
Shareholders' funds		10,998	12,973

The director is satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The director acknowledges his responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

Director

Approved by the board on 10 March 2026

Clifton House RTM Company Ltd
Notes to the Accounts
for the year ended 31 July 2025

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Turnover

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods have transferred to the buyer. Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs.

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Short term debtors are measured at transaction price (which is usually the invoice price), less any impairment losses for bad and doubtful debts. Loans and other financial assets are initially recognised at transaction price including any transaction costs and subsequently measured at amortised cost determined using the effective interest method, less any impairment losses for bad and doubtful debts.

Creditors

Short term creditors are measured at transaction price (which is usually the invoice price). Loans and other financial liabilities are initially recognised at transaction price net of any transaction costs and subsequently measured at amortised cost determined using the effective interest method.

Taxation

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Provisions

Provisions (ie liabilities of uncertain timing or amount) are recognised when there is an obligation at the reporting date as a result of a past event, it is probable that economic benefit will be transferred to settle the obligation and the amount of the obligation can be estimated reliably.

Clifton House RTM Company Ltd
Notes to the Accounts
for the year ended 31 July 2025

2 Employees	2025 Number	2024 Number
Average number of persons employed by the company	<u>0</u>	<u>0</u>
3 Debtors	2025 £	2024 £
Service charges	<u>1,494</u>	<u>1,285</u>
	<u>1,494</u>	<u>1,285</u>
4 Creditors: amounts falling due within one year	2025 £	2024 £
Trade creditors	<u>214</u>	<u>158</u>
	<u>214</u>	<u>158</u>

5 Related party transactions

■■■■■ - Joint owner of Flat 8 & 14

■■■■■ undertakes the day to day management of the building and has charged £3,600 (2024 - £3,600) during the year.

■■■■■ - Owners of Flat 1

Accounting services have been provided by Cadbury Business Management Ltd, a company owned by ■■■■■ Conn, who have charged £1,187 (2024 - £1,139)

6 Limited by Guarantee

The company is limited by guarantee of members and does not have a share capital. The liability of members is limited to £1.

7 Other information

Clifton House RTM Company Ltd is a private company limited by shares and incorporated in England. Its registered office is:

Old Auster
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TA9 4QF

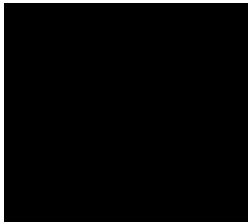
Clifton House RTM Company Ltd
Detailed profit and loss account
for the year ended 31 July 2025

	2025	2024
	£	£
Income		
Service Charges receivable	11,292	10,455
Total Income	<u>11,292</u>	<u>10,455</u>
Property Costs		
Ground Rent	-	-
Repairs and maintenance	2,825	1,174
Cleaning and refuse	1,464	1,200
CCTV	1,042	979
Utilities		
Electricity	897	1,086
Professional fees		
Management fees	3,600	3,600
Accountancy fees	1,152	1,104
Legal fees	35	35
Insurance	2,158	1,123
Bank charges	94	102
Total expenditure	<u>13,267</u>	<u>10,403</u>
Shortfall of income over expenditure	<u>(1,975)</u>	<u>52</u>

Clifton House RTM Company Ltd

Old Auster, The Causeway, Mark, Somerset TA9 4QF

Tel 01275 277217



15 January 2026



Flat 12 Clifton House, Broadway Cardiff – Service Charge Demand

Please find enclosed a copy of your service charge demand for your property at Clifton House, Broadway, Cardiff for the period 1st February 2026 to 31 January 2027.

The Company has decided that in view of the Company's current financial position the service charges will be increased by 7% . The increase will help towards the Company dealing with the ever increasing level of costs being incurred. Your service charge payments will increase from £70.28 to £75.00 each month

If you pay your service charge by standing order then you need to amend your monthly payment to £75.00 from 1st February 2026.

Yours sincerely

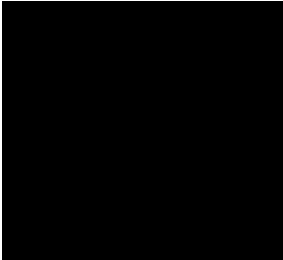


Company Registration No 06975399

Clifton House RTM Company Ltd

Old Auster, The Causeway, Mark, Somerset TA9 4QF

Tel 01275 277217



Invoice date 1 February 2026
Account Flat 12
Invoice No 202612

DEMAND FOR PAYMENT

Lease address – Flat 12 Clifton House, Broadway, Cardiff

Date	Description	Period	Amount
			£
01/02/2026	Service charge	01/02/2026 – 31/01/2027	900.00
01/02/2026	Ground Rent	01/02/2026 – 31/01/2027	0.00
	(Crown Estates the freeholder are not demanding rent)		
	Total demanded		900.00

If paying by monthly standing order please increase your payment to £75.00 per month from 1st February 2026

Please make all payments to the company's bank account at Barclays Bank sort code [REDACTED]
account number [REDACTED]

Note that interest may be charged on late payment.

Company Registration No 06975399

This agreement is dated 4th April 2024
(Insert this date only when all parties have signed the agreement and want it to start.)

Explanatory Information

Your landlord is legally required to give you this information

This is your written statement of the occupation contract you have made under the Renting Homes (Wales) Act 2016 ("the RHWA"). The contract is between you, as the "contract-holder", and the "landlord".

Your landlord must give you a written statement, free of charge, within 14 days of the "occupation date" (the day on which you were entitled to move in).

If you did not receive a copy of this written statement (including electronically if you have agreed to receive the written statement in an electronic form) within 14 days of the occupation date, for each day after the occupation date that the written statement has not been provided, the landlord may be liable to pay you compensation, equivalent to a day's rent, up to a maximum of two months' rent (unless the failure was intentional in which case you can apply to the court to increase this amount).

The written statement must contain the terms of your contract and the explanatory information that the landlord is required to give you. The terms set out your rights and responsibilities and those of the landlord (that is, the things that you and your landlord must do or are permitted to do under the occupation contract). You should read the terms to ensure you fully understand and are content with them. The written statement should be kept safe as you may need to refer to it in the future.

The terms of your contract consist of:

key matters – that is, the address of the dwelling, the occupation date, the amount of rent (or other consideration) and the rental period (i.e. the period in respect of which the rent is payable (e.g. weekly or monthly)), the fact that this is a fixed term contract and if there are periods during which the contract-holder is not entitled to occupy the dwelling as home, details of those periods.

fundamental terms – these are provisions of the RHWA that are automatically included as terms of an occupation contract. Some cannot be changed and must reflect the wording in the RHWA. However, others can be left out or changed, but only if you and the landlord agree to do that and it benefits you as the contract-holder.

supplementary terms – these are provisions, set out in regulations made by the Welsh Ministers, which are also automatically included as terms of an occupation contract. However, providing you and the landlord agree to it, these can be left out or changed, either to benefit you or the landlord. Supplementary terms cannot be omitted or modified in a way that would make those terms incompatible with a fundamental term.

Where a fundamental or supplementary term has been left out or changed, this must be identified in this written statement. In this statement this will be done by showing the deleted text ~~struck through~~ and with any additional text in *italics*.

The terms of your contract may also include:

additional terms – these are provisions agreed by you and the landlord, which can cover any other matter, provided they do not conflict with a key matter, a fundamental term or a supplementary term.

Under section 62 of the Consumer Rights Act 2015, an additional term, or any change to a supplementary term, which is unfair (within the meaning of that Act), is not binding on you.

An incorrect or incomplete written statement may mean the landlord is liable to pay you compensation.

Where any changes to this contract are agreed after the start of this contract, the landlord must provide you with a written copy of the new term or terms or a new written statement of this contract, within 14 days of the change being agreed.

Your contract is a fixed term standard contract, which means that it initially lasts for a specified period of time agreed between you and the landlord. It also means that you cannot be evicted without a court order, unless you abandon the dwelling. Before a court makes such an order your landlord must demonstrate that the correct procedures have been followed and at least one of the following is satisfied—

- (a) you have broken one or more terms of the contract (which includes any arrears of rent, engaging in anti-social behaviour and other prohibited conduct, and failing to take proper care of the dwelling) and it is reasonable to evict you,
- (b) you are seriously in arrears with your rent (e.g. if the rental period is a month, at least two months' rent is unpaid), or
- (c) your landlord needs to move you, and one of the estate management grounds under section 160 (estate management grounds) of the RHWA applies, suitable alternative accommodation is available (or will be, available when the order takes effect), and it is reasonable to evict you.

If you remain in occupation of the dwelling after the end of the fixed term, you and the landlord are to be treated as having made a new periodic standard contract in relation to the dwelling.

You have important rights as to how you can use the dwelling, although some of these require the consent of your landlord. Someone who lives with you at the dwelling may have a right to succeed to this contract if you die. You must not allow the dwelling to become overcrowded by permitting more people to live in it than the maximum number allowed. Part 10 of the Housing Act 1985 provides the basis for determining the maximum number of people permitted to live in the dwelling.

You can be held responsible for the behaviour of everyone who lives in and visits the dwelling. Anti-social behaviour and other prohibited conduct can include excessive noise, verbal abuse and physical assault. It may also include domestic abuse (including physical, emotional and sexual, psychological, emotional or financial abuse).

If you have a problem with your home, you should first contact your landlord. Many problems can be resolved quickly by raising them when they first arise. If you are unable to reach an agreement with your landlord, you may wish to contact an advice agency (such as Citizens Advice Cymru or Shelter Cymru) or independent legal advisors. Disputes regarding your contract may ultimately be settled through the county courts.

If you have any questions about this contract you may find the answer on the Welsh Government's website along with relevant information, such as information on the resolution of disputes. Alternatively, you may wish to contact an advice agency (such as Citizens Advice Cymru or Shelter Cymru) or independent legal advisors.

Section A – Key terms of the occupation contract

This occupation contract is between us, the landlord

[REDACTED]

and you, the contract-holder (if there is more than one, they are jointly and separately liable)

[REDACTED]

We will let out the property at

12 Clifton House, Broadway, Roath, Cardiff, CF24 1AA

to you as well as any furniture, fixtures and fittings and other items referred to in the Inventory and Schedule of Condition.

Contract type

The agreement is for a fixed term standard contract.

Rent

You must pay £800 _____ rent in advance in total each calendar month.

The first payment of rent must be paid by 4th April 2024 _____

Subsequent rent payments must be paid in advance by 4th of _____ every month _____ while the occupation contract lasts.

Payment must be made in cleared funds to:

Fermandell Property Services Ltd – Metro Bank [REDACTED]

Term

The agreement is for an initial fixed term of 6 months _____

starting on 4th April 2024 _____ ("the occupation date").

[REDACTED]

Permitted occupiers

In addition to you, only the following permitted occupiers are allowed to live in the property

N/A

Nobody else is allowed to live in the property without our written permission.

Shared facilities

We let the property to you along with any contents listed in the Inventory and Schedule of Condition given to you.

You are also entitled to use the following shared facilities while you let the property:

N/A

If you are allocated parking it is N/A

Utilities

You and we agree;

☒	Water charges:	You	are responsible for paying
☐	Gas:	N/A	are responsible for paying
☒	Television licence:	You	are responsible for paying
☒	Broadband:	You	are responsible for paying
☒	Council Tax (or similar charge which replaces it):	You	are responsible for paying
☒	Electricity:	You	are responsible for paying
☒	Telephone:	You	are responsible for paying
☐	Other:		are responsible for paying

If you are responsible for paying a bill, this includes contacting the local billing authority or the service provider to ensure they know you are liable to pay it.

Security deposit

You must pay the deposit of £ 800 in full to Fermandell Property Services Ltd.

It will be protected in a Government-approved deposit scheme within 30 days of receipt in line with clause 4.0 of the agreement.

Contact details

If you need to contact us, you can

write to us at: Fermandell Property Services Ltd, Albion House, Oxford Street, Nantgarw, Cardiff, CF15 7TR

email us at: admin@fermandellproperties.co.uk

phone us on: 029 2132 1121

If we need to contact you via email, we will do so at:

Name

Email address

Note that by giving an email address here you are indicating that you are willing to have us serve notices and other documents relating to the occupation contract by email.

Rent Smart Wales registration number:

Rent Smart Wales license number:

#LR-13135-28235

Section B – Definitions and Interpretation

"agent" means a company or person we have engaged to manage the property on our behalf, or anyone who later takes over our agent's rights and obligations.

"contents" means anything we provide as stated in the Inventory. This includes white goods, furniture, cutlery, utensils, implements, tools, equipment, and the fixtures and fittings.

"dealing" includes —

- creating a tenancy, or creating a licence which confers the right to occupy the property;
- transferring;
- mortgaging or otherwise charging the contract or the property.

"emergency" means

- a) something which requires urgent work to prevent the property or other dwellings in the vicinity from being severely damaged, further damaged or destroyed, or
- b) something which if not dealt with by the landlord immediately, would put at imminent risk the health and safety of you, any permitted occupier of the property or other persons in the vicinity of the property..

"fixtures and fittings" includes references to any fixtures, fittings, furnishings, and floor, ceiling and wall coverings.

"house in multiple occupation/HMO" means that the property is let to a group of three or more people where at least two of them are unrelated.

"Inventory" is a document prepared by us, our agent, or an inventory clerk, which will be given to you on or soon after the start of the contract, describing the contents we have provided. It may include a Schedule of Condition, written report, or photos or videos to record the contents, their condition and the property's condition. It may include meter readings.

"jointly and separately liable" means that if there are two or more contract-holders, you are each responsible for complying with the agreement's obligations together and individually. We are free to seek to enforce these obligations or claim damages of any amount against one or more of you.

"lack of care" means a failure to take proper care —

- a) of the property, or
- b) if the property forms part only of a building, of the common parts that you are entitled to use under this contract.

"landlord" includes anyone entitled to possession of the property when the agreement ends, as well as their successors in title or assignees.

"permitted occupier" means a person who is neither a contract-holder nor any other party to the contract. They have no rights to the property but we have granted them permission to occupy it as a guest for a time during this contract.

"property" includes any part or parts of the building's boundaries, fences, garden and outbuildings that we own unless we have specifically excluded them from the agreement. If the property is part of a larger building, you have a right to use the common access ways and shared facilities to access and enjoy the property only.

"relevant cause" means fire, storm, flood or other inevitable accident.

"rental period" means the time between rent due dates. For example, if the contract is weekly and rent is due on a Wednesday, the rental period will be from Wednesday to Tuesday. If the contract is monthly and rent is due on the 10th of each month, the rental period will be from the 10th to the 9th of the following month.

"RHWA" means the Renting Homes (Wales) Act 2016.

"Schedule of Condition" is a summary of the condition of the property or contents and usually includes a description of any faults, damage or missing items.

"service installation" means an installation for the supply of water, gas or electricity, for sanitation, for space heating or for heating water.

"specified service installations" means an installation for the supply of water, gas or electricity or other fuel (if applicable) for sanitation, for space heating or for heating water.

"superior lease" sets out the promises we have made to our superior landlord. You are also bound by these promises if you have prior knowledge of them. The superior landlord is the person who owns the interest in the property or some larger building that the property sits within, giving them the right to possession of the property at the end of our lease.

"contract" or "occupation contract" means the right to occupy the property under the RHWA granted by this agreement and any extension or periodic contract that arises from it.

"us", "our" and "we" mean the landlord.

"working day" does not include Saturdays, Sundays and bank holidays.

"you" and "your" mean the contract-holder.

Any text which has been struck through does not form part of this agreement and the wording is included in this agreement solely to satisfy the requirements of the RHWA.

Section C – Terms and conditions

This section sets out the obligations that you and we have to one another during the term of the occupation contract. This consists of a range of Fundamental, Supplementary and Additional terms. Some Fundamental terms may have been changed. Where this has happened those parts of any fundamental or supplementary term that have been added are in *italics*.

We let the property with the contents to you for the occupation on the terms in this agreement plus any addendum to it.

1.0 General terms

1.1 If there is more than one contract-holder, you are all jointly and separately liable for the obligations in the agreement.

1.2 You must make reasonable efforts to ensure that no-one in your household or any visitor to the property breaches the terms of the agreement.

1.3 If we have given you a copy of a superior lease setting out our promises to our superior landlord, you agree that you will also be bound by these promises, except for any payments we are responsible for making under the superior lease.

2.0 It is agreed that:

Rent and other payments

2.1 You will pay the rent on the days and in the way we have agreed.

2.2 You will pay the charges for Council Tax (or any similar charge that replaces it) and utilities and other relevant suppliers that you are responsible for under this agreement.

2.3 You will pay us all reasonable losses, fees, damage costs and expenses we incur:

- in recovering from you any rent and any other money that is in arrears;
- for the service of any notice regarding your breach of any of your obligations under the agreement whether or not the notice results in court proceedings;
- for the cost of any bank or other charges if any cheque you have written is dishonoured or if any standing order or any other payment method is withdrawn by your bank;
- as a result of any of your breaches of the agreement or in enforcing any provision of the agreement, including those about seeking possession of the property.

2.4 You will pay interest at 3% above the Bank of England base rate on any rent or other money due under the agreement that is more than 14 days in arrears from the due date to the payment date.

2.5 We will provide you with a receipt for rent or any other payment made within 14 days of being asked for it.

~~2.6 You are not obliged to pay the rent for any period where the property is unfit for human habitation as defined in s94 of the RHWA.~~

2.6 You may set off against the rent any compensation payment due from us to you under s87 of the RHWA.

Use of the property

2.7 You must occupy the property as your only or main home.

2.8 You must not carry on or permit any trade or business at the property *or in the common parts of the building* ~~without the landlord's consent.~~

2.9 You must take reasonable care of the property and any common parts.

2.10 You must take all reasonable steps not to block or cause a blockage to the drains and pipes, gutters and channels in or on the property.

2.11 You must take all reasonable precautions to prevent condensation and mould growth by keeping the property adequately ventilated and heated.

2.12 You must take all reasonable precautions to prevent frost damage to any pipes or other installations in the property.

~~2.13 You may permit persons who are not lodgers or sub-holders to live in the property as a home.~~

2.13 You must not allow persons to live in the property as lodgers without the landlord's consent.

2.14 You are not liable for fair wear and tear to the property, the fixtures and fittings within the property, but you must –

- a) take proper care of the property, its fixtures and fittings, and any items listed in the inventory,
- b) not remove any fixtures and fittings or any items listed in the inventory from the property without the consent of the landlord,
- c) keep the property in a state of reasonable decorative order, and
- d) not keep anything in the property that would be a health and safety risk to you, any permitted occupier, any persons visiting the property or any persons residing in the vicinity of the property.

2.15 You must notify us as soon as reasonably practicable of any fault, defect, damage or disrepair which you reasonably believe is our responsibility.

2.16 Where you reasonably believe that any fault, defect, damage or disrepair to the fixtures and fittings or items listed in the inventory is not our responsibility, you must, within a reasonable period of time, carry out repairs to such fixtures and fittings or other items listed in the inventory, or replace them. This includes in circumstances where the fault, defect, damage or disrepair has occurred wholly or mainly because of an act or omission amounting to a lack of care by you, any permitted occupier, or any person visiting the property.

2.17 In circumstances where you have not carried out any repairs that are your responsibility under this contract, we may enter the property at any reasonable time for the purpose of carrying out repairs to the fixtures and fittings or other items listed in the inventory, or replacing them but we must give you at least 24 hours' notice before entering the property.

2.18 You may only park in the space allocated to you in this agreement.

2.19 You must not use your allocated parking space for any purpose except storing a private motor car or motor bike without our written permission.

2.20 You may not deal with this contract, the property or any part of it except —

- a) in a way permitted by this agreement, or
- b) in accordance with a family property order (see section 251 of the Act) .

2.21 A joint contract-holder may not deal with his or her rights and obligations under the contract (or with the contract, the property or any part of it), except —

- a) in a way permitted by this agreement, or
- b) in accordance with a family property order.

2.22 If you deal with the contract or property in a manner prohibited by paragraph 2.20 above, or a joint contract-holder deals with the contract or property in a manner prohibited by paragraph 2.21 above —

- a) the transaction is not binding on the landlord, and
- b) you or the joint contract-holder are in breach of this agreement (despite the transaction not being binding on the landlord).

2.23 You must not smoke tobacco or any other substance in the property without our written permission. To avoid doubt, nicotine staining is not considered to be fair wear and tear.

2.24 You must not bring any animals or birds into the property without our written permission. If we grant permission, we can withdraw it at any time if we have a good reason.

2.25 You must not damage any of the property's common parts.

2.26 You must not obstruct the fire escape or any of the property's common parts. We or our agent may remove any obstructions.

2.27 You must not allow children to play on the fire escapes or in any of the property's common parts.

2.28 You must not do anything that would lead the property to require licensing by a local authority if it is not already so licensed, or that would lead to the breach of a condition of such a licence or a statutory obligation associated with it.

Your conduct

2.29 You must not engage or threaten to engage in conduct capable of causing nuisance or annoyance to a person with a right (of whatever description) —

- to live in the property, or
- to live in a dwelling or other accommodation in the locality of the property.

2.30 You must not engage or threaten to engage in conduct capable of causing nuisance or annoyance to a person engaged in lawful activity in the property or its locality

2.31 You must not engage or threaten to engage in conduct —

- capable of causing nuisance or annoyance to —
 - the landlord, or
 - a person (whether or not employed by the landlord) acting in connection with the exercise of the landlord's housing management functions, and
- that is directly or indirectly related to or affects the landlord's housing management functions.

2.32 You may not use or threaten to use the property, including any common parts and any other part of a building comprising the property, for criminal purposes.

2.33 You must not, by any act or omission —

- allow, incite or encourage any person who is living in or visiting the property to act as mentioned in paragraphs 2.29 to 2.31 above, or
- allow, incite or encourage any person to act as mentioned in paragraph 2.32 above.

Leaving the property empty

2.34 You must lock all the doors and windows and switch on any burglar alarm whenever you leave the property unattended.

2.35 You must take reasonable steps to ensure the dwelling is secure.

~~2.36 You may change any lock on the external or internal doors of the dwelling provided that any such changes provide no less security than that previously in place.~~

~~2.37 If any change made under clause 2.34 results in a new key being needed to access the dwelling or any part of the dwelling, you must notify the landlord as soon as reasonably practicable of any change and make available to the landlord a working copy of the new key.~~

2.36 You must not change the locks without informing us and provide us with a working copy of a new key promptly. Any lock you change must be no less secure than the existing lock.

2.37 You must tell us if the property is going to be unoccupied for more than seven days in a row.

2.38 You must flush through any water systems after any period when you leave the property unoccupied by running all taps and showers.

~~2.39 If you become aware that the dwelling has been or will be unoccupied for 28 or more consecutive days, you must notify the landlord as soon as reasonably practicable.~~

2.39 You must not leave the property unoccupied for more than 28 days in any circumstances.

Condition of the property

2.40 You must replace any light bulbs, fluorescent tubes and batteries promptly and when necessary.

2.41 You must keep the exterior free from rubbish and recycling and place all rubbish and recycling containers in the allocated space for collection on the collection day. Rubbish and recycling containers should be returned to their normal storage places as soon as possible after the collection.

2.42 You must take proper care of any shared facilities, and clean them as appropriate after use.

2.43 You must keep the garden tidy and cut any grass regularly, but you do not have to improve the garden.

2.44 You must inspect any smoke or carbon-monoxide alarms in the property regularly, replacing any batteries if necessary.

2.45 You must tell us as soon as possible if a fault arises in the smoke or carbon-monoxide alarms.

2.46 You must not make any alteration or addition to the property; any of its sheds, garages or outbuildings; or the electric, gas or plumbing system or decorate or change the style or colour of the internal or external decoration, or erect or install any aerial, satellite dish or cable television without our written permission

2.47 *Where you are responsible for paying that supplier, you may change any of the supplier to the property of that —*

- a) electricity, gas, or other fuel or water (including sewerage) service;
- b) telephone, internet, cable television or satellite television service.

But you must inform the landlord as soon as reasonably practicable of any changes made to any supplier.

2.48 Unless the landlord consents in writing, you must not —

- a) leave the property, at the end of the contract, without a supplier of electricity, gas or other fuel (if applicable) or water (including sewerage) services, unless these utilities were not present at the dwelling on the occupation date;
- b) install or remove, or arrange to have installed or removed, any specified service installations at the dwelling.

Joint Contract-Holders

2.49 You, as the contract-holder under this contract, and another person may, with the consent of the landlord make that person a joint contract-holder under the contract.

2.50 If a person is made a joint contract-holder under this term, he or she becomes entitled to all the rights and subject to all the obligations of a contract-holder under this contract from the day on which he or she becomes a joint contract-holder.

2.51 If a joint contract-holder under this contract dies, or ceases to be a party to this contract for some other reason, from the time he or she ceases to be a party the remaining joint contract-holders are —

- a) fully entitled to all the rights under this contract, and
- b) liable to perform fully every obligation owed to the landlord under this contract.

2.52 The joint contract-holder is not entitled to any right or liable to any obligation in respect of the period after he or she ceases to be a party to the contract.

2.53 Nothing in paragraphs 2.49 and 2.50 above removes any right or waives any liability of the joint contract-holder accruing before he or she ceases to be a party to the contract.

2.54 The provisions of paragraph 2.49 to 2.53 do not apply where a joint contract-holder ceases to be a party to this contract because his or her rights and obligations under the contract are transferred in accordance with the contract.

Letters and notices

2.55 You must forward any notice, order, proposal or legal proceedings affecting the property or its boundaries to us promptly on receiving them.

2.56 You must forward to us all correspondence addressed to the landlord at the property within a reasonable time.

Access to the property

2.57 We may enter the property at any reasonable hour of the day to inspect its condition and state of repair or to carry out any repair required by this agreement *or any improvements we reasonably deem necessary*. We must give you at least 24 hours written notice before exercising any right to enter the property.

2.58 If we need to enter the property in an emergency without notice then you must allow us access to do so. If you do not provide access when requested then we may enter the property without your consent but we must use our reasonable endeavours to give you notice that we have entered the property as soon as reasonably possible after entering.

2.59 You must allow possible new contract-holders, valuers and buyers access to the property (on at least 24 hours' written notice) during the contract.

Key and alarm codes

2.60 You must permit us and our agent to hold a set of keys or any other security devices necessary to enter the property in an emergency.

2.61 You must not change the alarm codes or door locks or have any duplicate keys cut without our written permission. If you lose your keys or other security devices needed to access the property, you are liable to meet our reasonable costs for replacement. This includes the cost of fitting any new locks that are needed.

Occupier's liability

2.62 You must verify the suitability of the property, and the common parts, for you and members of your household including any gardens, fences, ponds or outbuildings, especially regarding the safety of pets and young children.

2.63 You must take reasonable steps to protect guests and other visitors (especially children) from any hazards at the property, for example ponds, swimming pools, fences and electric gates.

2.64 We must not interfere with your right to occupy the property whether by taking an action or by not doing something. However, we do not interfere with your rights by taking any reasonable action to exercise our rights under this contract or if we fail to comply with our repairing obligations as defined in s100(2) of the RHW.

2.65 If any person acting on our behalf or who has an interest in the property that is superior to our own interferes with your rights by doing or not doing anything then it will be assumed that we have interfered with your rights.

2.66 We must pay all assessments and outgoings regarding the property that are our responsibility.

2.67 Ensure that any furniture and equipment we supply comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended).

2.68 We must ensure that the property is fit for human habitation on the occupation date of the contract and for the term. If the property forms part of a larger building the obligation in this clause includes the structure and exterior of the building and the common parts.

2.69 We must —

- a) keep in repair the structure and exterior of the property (including drains, gutters and external pipes), and
- b) keep in repair and proper working order the service installations in the property.

2.70 If the property forms part of a larger building, we must —

- a) keep in repair the structure and exterior of any other part of the building (including drains, gutters and external pipes) in which we have an estate or interest, and
- b) keep in repair and proper working order a service installation which directly or indirectly serves the property, and which either —
 - (i) forms part of any part of the building in which we have an estate or interest, or
 - (ii) is owned by us or is under the landlord's control.

2.71 The standard of repair required by us is that which is reasonable having regard to the age and character of the property, and the period during which the property is likely to be available for occupation as a home.

2.72 We must make good any damage caused by works and repairs carried out in order to comply with our repairing obligations set out in paragraphs 2.68 to 2.71 above.

2.73 We may not impose any obligation on you as a result of you enforcing or relying on our repairing obligations set out in paragraphs 2.68 to 2.71 above.

2.74 Our repairing obligations set out in paragraphs 2.68 above do not impose any liability on us in respect of a property which we cannot make fit for human habitation at reasonable expense.

2.75 Our repairing obligations set out in paragraphs 2.68 to 2.71 above do not require us—

- a) to keep in repair anything which you are entitled to remove from the property, or
- b) to rebuild or reinstate the property or any part of it, in the case of destruction or damage by a relevant cause.

2.76 If the property forms part only of a building, our repairing obligations set out in paragraphs 2.71 and 2.73 above do not require us to rebuild or reinstate any other part of the building in which we have an estate or interest, in the case of destruction or damage by a relevant cause.

2.77 Nothing in this contract requires us to carry out works or repairs unless the disrepair or failure to keep in proper working order affects your enjoyment of —

- a) the property, or
- b) the common parts that you are entitled to use under this contract.

2.78 Nothing in this contract imposes any liability on us if the property is unfit for human habitation wholly or mainly because of an act or omission (including an act or omission amounting to lack of care) by you or a permitted occupier of the property.

2.79 We are not obliged to carry out works or repairs if the disrepair, or the failure of a service installation to be in working order, is wholly or mainly attributable to lack of care by you or a permitted occupier of the property.

2.80 Our repairing obligations under this contract do not arise until we (or in the case of joint landlords, any one of us) becomes aware that works or repairs are necessary.

2.81 We have complied with our repairing obligations if we carry out the necessary works or repairs within a reasonable time after the day on which we become aware that they are necessary.

2.82 Where the property is part of a larger building then our repairing obligations under clauses 2.68 to 2.71 do not apply where those repairs require works in another part of the building which we do not have sufficient rights over to be able to carry out those works and are unable to obtain such rights after making a reasonable effort to do so.

2.83 If —

- a) the landlord (the "old landlord") transfers the old landlord's interest in the property to another person (the "new landlord"), and
- b) the old landlord (or where two or more persons jointly constitute the old landlord, any one of them) is aware before the date of the transfer that works or repairs are necessary in order to comply a repairing obligation under this contract,

the new landlord is to be treated as becoming aware of the need for those works or repairs on the date of the transfer, but not before.

2.84 A permitted occupier who suffers personal injury, or loss of or damage to personal property, as a result of the landlord failing to comply with a repairing obligation in this contract, may enforce the term in question in his or her own right by bringing proceedings in respect of the injury, loss or damage but a permitted occupier who is a lodger or sub-holder may do so only if the lodger is allowed to live in the property, or the sub-occupation contract is made, in accordance with this contract.

3.0 At the end of the contract

3.1 At the end of the contract you agree to:

- *give up the property with full vacant possession;*
- *give up the property, the contents and our fixtures and fittings in as good a condition as at the start of the contract (apart from fair wear and tear) and free from rubbish;*
- *allow us or our agent to enter the property with a surveyor to perform an inspection;*
- *leave the contents in the same position they were in at the start of the contract;*
- *return to us all sets of keys and other security devices and pay the reasonable costs of having replacement locks or other security devices fitted if not;*
- *remove all personal belongings including food and other perishable items; and*
- *give us or our agent a forwarding address at the end of the contract for easy administration and communication between the parties, including easy return of the deposit.*

3.2 You agree to allow us to erect a 'to let' or 'for sale' sign at the property during the contract's last two months.

3.3 At the end of the contract, you will be invited to a check-out inspection at a mutually agreed time to assess the property's condition compared to the original Inventory and Schedule of Condition. If you do not keep to this appointment, then you agree to pay us or our agent any costs incurred in arranging a second check-out appointment. If you do not keep the second appointment, any assessment of the property's condition by us or our agent will be final and binding.

3.4 Termination of this agreement ends the contract but does not release you from any outstanding obligations or from any obligation that you breached before termination.

~~3.5 The landlord must repay, within a reasonable time at the end of this contract, to you any pre-paid rent or other consideration which relates to any period falling after the date on which this contract ends.~~

4.0 Inventory & deposit

4.1 The landlord must provide you with an inventory in relation to the dwelling no later than the date by which the landlord must provide you with the written statement of this contract.

- 4.2 The inventory must set out the dwelling's contents, including all fixtures and fittings and must describe their condition as at the occupation date.
- 4.3 If you disagree with the information within the inventory, you may provide comments to the landlord.
- 4.4 Where no comments are received by the landlord within 14 days, the inventory is deemed accurate.
- 4.5 Where comments are received by the landlord within 14 days, the landlord must either:
- amend the inventory in accordance with those comments and send the amended inventory to you, or
 - inform you that the comments are not agreed, and re-send the original inventory to you, with the comments attached to a copy of the inventory, or
 - amend the inventory in accordance with some of the comments and send the amended inventory to you, together with a record of the comments which have not been agreed.
- 4.6 We may not ask you for any form of security or deposit which is to be given in any form other than as money or a guarantee.
- 4.7 The deposit will be held by The Deposit Protection Service
- 4.8 Any deposit paid by you must be dealt with in accordance with the rules of an authorised deposit protection scheme.
- Custodial Scheme.

4.9 We can transfer the deposit to another authorised deposit protection scheme or change the person who holds the deposit (unless it has been paid into an authorised custodial deposit protection scheme). If we do this, we will inform you in writing.

4.10 Within 30 days of receiving your deposit we must comply with the initial requirements of an authorised deposit protection scheme and give you and any other person who has paid the deposit on your behalf the information set out within the relevant regulations made by the Welsh Ministers in accordance with section 44 of the RHWA, setting out—

- the authorised deposit scheme which applies,
- our compliance with the initial requirements of the scheme, and
- the operation of Chapter 4 of Part 3 of the RHWA, including your rights (and the rights of any person who has paid the deposit on your behalf) in relation to the deposit.

You will only receive interest on the deposit if it is paid into a custodial deposit scheme. If that happens, you will receive any interest that may be due under the scheme's terms and conditions.

4.11 You will get back the deposit when this contract ends and you leave the property, as long as you have kept to all the conditions of the agreement. If you do not do so, we may take from your deposit:

- any rent or other money due or payable by you under the agreement of which you have been made aware and which remains unpaid after the contract ends;
- the reasonable costs of compensating us for, or for rectifying or remedying, any breach by you of your obligations under the agreement, including those on the cleaning of the property or its fixtures and fittings and the removal or storage of any goods that you leave behind when the contract ends;
- any unpaid bills or charges for electricity, gas, phone, water, communication services and Council Tax incurred at the property that you are responsible for under the agreement if we have incurred a loss because you have not paid;
- any damage or compensation for damage to the property or its fixtures and fittings or for missing items for which you may be liable, subject to an allowance for fair wear and tear, the age and condition of any such item at the start of the contract, and any insured risks and repairs that are our responsibility.

4.12 If the deposit is not enough, you must pay us the extra amount needed to cover all costs, charges and expenses properly due.

4.13 If you are all content to appoint a lead contract-holder to manage the deposit, then

N/A is chosen to deal with the deposit on your behalf (jointly and separately) and on behalf of anyone who is not a contract-holder who paid towards the deposit. As soon as is practicable after the contract, we will return any deposit (less any agreed deductions or money still in dispute) directly to the lead contract-holder to be allocated as they see fit.

If no lead contract-holder is agreed, then as soon as is practicable after the end of the contract, we will return the deposit minus any agreed deductions or money still in dispute. A share of the deposit will go to each contract-holder or person paying towards the deposit individually. This share will be based on the amount of the deposit each of them paid at the start of the contract, less a share of any agreed deductions or money still in dispute.

4.14 If someone who is not a contract-holder has paid towards the deposit, you must provide their name and address below. Otherwise, you confirm that the only people who have paid towards the deposit are contract-holders

Name

Address

N/A

5.0 Ending the contract

5.1 This contract may be ended only in accordance with —

- a) the fundamental terms of this contract which incorporate fundamental provisions set out in Part 9 of the Act or other terms included in this contract in accordance with Part 9, or
- b) any enactment such as an Act of Senedd Cymru or an Act of Parliament or regulations made by the Welsh Ministers.

5.2 Nothing in this paragraph affects —

- a) any right of the landlord or contract-holder to rescind the contract, or
- b) the operation of the law of frustration.

5.3 If the landlord and you agree to end this contract, this contract ends —

- a) when you give up possession of the property in accordance with an agreement you make with the landlord, or
- b) if you do not give up possession and a substitute occupation contract is made, immediately before the occupation date of the substitute occupation contract.

5.4 An occupation contract is a substitute contract if —

- a) it is made in respect of the same (or substantially the same) dwelling as the original contract, and
- b) you were also the contract-holder under the original contract.

5.5 If the landlord commits a repudiatory breach of contract and you give up possession of the dwelling because of that breach, this contract ends when you give up possession of the dwelling.

5.6 If you are sole contract-holder, this contract ends —

- a) one month after your death, or
- b) if earlier, when the landlord is given notice of your death by the authorised persons.

5.7 The authorised persons are —

- a) your personal representatives, or
- b) the permitted occupiers of the dwelling aged 18 and over (if any) acting together.

5.8 The contract does not end if under section 74 (persons qualified to succeed) of the RHWA one or more persons are qualified to succeed you.

5.9 The contract does not end if, at your death, a family property order has effect which requires the contract to be transferred to another person.

5.10 If, after your death, the family property order ceases to have effect and there is no person qualified to succeed you, the contract ends —

- a) when the order ceases to have effect, or
- b) if later, at the time the contract would end under paragraph 5.6 above.

Possession claims

5.11 The landlord may make a claim to the court for recovery of possession of the dwelling from you ("a possession claim") only in the circumstances set out in Chapters 3 and 7 of Part 9 of the RHWA.

Possession notices

5.12 This paragraph applies in relation to a possession notice which a landlord is required to give to a contract-holder under any of the following terms before making a possession claim:

- a) paragraph 5.14 (in relation to a breach of contract by you);
- b) paragraph 5.20 (in relation to estate management grounds);

- c) paragraph 5.29 (in relation to serious rent arrears).

5.13 Any such notice must set out the ground on which the possession claim will be made and must also:

- a) state the landlord's intention to make a possession claim,
- b) give particulars of the ground for seeking possession, and
- c) state the date after which the landlord is able to make a possession claim.

Termination by the landlord: grounds for making a possession claim

Breach of contract

5.14 If you breach this contract, the landlord may on that ground make a possession claim.

5.15 Section 209 of the RHWA provides that the court may not make an order for possession on that ground unless it considers it reasonable to do so (and reasonableness is to be determined in accordance with Schedule 10 to the RHWA).

Restrictions on making a possession claim in relation to a breach of contract

5.16 Before making a possession claim on the ground in paragraph 5.14, the landlord must give you a possession notice specifying that ground.

5.17 The landlord may make a possession claim in reliance on a anti-social behaviour and other prohibited conduct on or after the day on which the landlord gives you a possession notice specifying a breach of that term.

5.18 The landlord may not make a possession claim in reliance on a breach of any other term of this contract before the end of the period of one month starting with the day on which the landlord gives you a possession notice specifying a breach of that term.

5.19 In either case, the landlord may not make a possession claim after the end of the period of six months starting with the day on which the landlord gives you the possession notice.

Estate management grounds

5.20 The landlord may make a possession claim on one or more of the estate management grounds.

5.21 The estate management grounds (which are set out in Part 1 of Schedule 8 to the RHWA) are included in the Annex to this contract.

5.22 Section 210 of the RHWA provides that the court may not make an order for possession on an estate management ground unless:

- a) it considers it reasonable to do so (and reasonableness is to be determined in accordance with Schedule 10 to the RHWA), and
- b) it is satisfied that suitable alternative accommodation (what is suitable is to be determined in accordance with Schedule 11 to the RHWA) is available to you (or will be available to you when the order takes effect).

5.23 If the court makes an order for possession on an estate management ground (and on no other ground), the landlord must pay to you a sum equal to the reasonable expenses likely to be incurred by you in moving from the dwelling unless the court makes an order for possession on Ground A or B (the redevelopment grounds) of the estate management grounds (and on no other ground).

Restrictions on making a possession claim under the estate management grounds

5.24 Before making a possession claim on an estate management ground, the landlord must give you a possession notice specifying that ground.

5.25 The landlord may not make the claim –

- a) before the end of the period of one month starting with the day on which the landlord gives you the possession notice, or
- b) after the end of the period of six months starting with that day.

5.26 If a redevelopment scheme is approved under Part 2 of Schedule 8 to the RHWA subject to conditions, the landlord may give you a possession notice specifying estate management Ground B before the conditions are met.

5.27 The landlord may not give you a possession notice specifying estate management Ground G (accommodation not required by successor) –

- a) before the end of the period of six months starting with the day on which the landlord (or in the case of joint landlords, any one of them) became aware of the previous contract-holder's death, or
- b) after the end of the period of twelve months starting with that day.

5.28 The landlord may not give you a possession notice specifying estate management Ground H (departing joint contract-holder) after the end of the period of six months starting with the day on which the joint contract-holder's rights and obligations under this contract ended.

Serious rent arrears

5.29 If you are seriously in arrears with your rent, the landlord may on that ground make a possession claim. You are seriously in arrears with your rent:

- a) where the rental period is a week, a fortnight or four weeks, if at least eight weeks' rent is unpaid;
- b) where the rental period is a month, if at least two months' rent is unpaid;
- c) where the rental period is a quarter, if at least one quarter's rent is more than three months in arrears;
- d) where the rental period is a year, if at least 25% of the rent is more than three months in arrears.

5.30 Section 216 of the RHWA provides that the court must (subject to any available defence based on your Convention rights) make an order for possession of the dwelling if it is satisfied that you —

- a) were seriously in arrears with your rent on the day on which the landlord gave you the possession notice, and
- b) are seriously in arrears with your rent on the day on which the court hears the possession claim.

Restrictions on making a possession claim for serious rent arrears

5.31 Before making a possession claim on the ground of serious rent arrears, the landlord must give you a possession notice specifying that ground.

5.32 The landlord may not make the claim:

- a) before the end of the period of 14 days starting with the day on which the landlord gives you the possession notice, or
- b) after the end of the period of six months starting with that day.

Effect of order for possession

5.33 If the court makes an order requiring you to give up possession of the dwelling on a date specified in the order, this contract ends:

- a) if you give up possession of the dwelling on or before that date, on that date,
- b) if you give up possession of the dwelling after that date but before the order for possession is executed, on the day on which you give up possession of the dwelling, or
- c) if you do not give up possession of the dwelling before the order for possession is executed, when the order for possession is executed.

5.34 If:

- a) it is a condition of the court order that the landlord must offer a new contract in respect of the same dwelling to one or more joint contract-holders (but not all of them), and
- b) that joint contract-holder (or those joint contract-holders) continues to occupy the dwelling on and after the occupation date of the new contract;

then this contract ends immediately before the occupation date of the new contract.

Ending the Contract Early

5.35 You may end this contract at any time before the earlier of:

- a) the landlord giving you a written statement of this contract, or
- b) the date the contract first allows you to occupy the property.

5.36 To end this contract under paragraph 5.35 of this term, you must give a notice to the landlord stating that you are ending this contract.

5.37 On giving the notice to the landlord, you:

- a) cease to have any liability under this contract, and
- b) become entitled to the return of any deposit, rent or other consideration given to the landlord in accordance with this contract.

5.38 If there are joint contract-holders under this contract, this contract cannot be ended by the act of one or more of the joint contract-holders acting without the other joint contract-holder or joint contract-holders.

6.0 Conditions specific to a house in multiple occupation (HMO)

6.1 You, permitted occupiers, and any guests you bring to the property must not impede us, our contractors or our agent in performing the duties imposed on us by legislation or a licence condition (if one applies). To avoid doubt, this includes refusing us, our contractors or our agent access at reasonable times to perform management duties.

6.2 You must ensure that any rubbish and recyclable waste is stored and disposed of in the appropriate container as instructed by the local authority.

6.3 You must inform us if the containers that we or the local authority have provided for waste disposal are insufficient to store all the waste from the property.

6.4 You must give us any reasonable information that we, our agent or the local authority require to perform HMO management duties.

6.5 You must comply with any reasonable requests or instructions that we, our agent or the local authority make to you in performing HMO management duties.

7.0 Variation

7.1 This contract may not be varied except —

- (a) in accordance with paragraphs 7.8 to 7.10 (variation of rent), 7.11 to 7.15 (variation of other consideration), and 7.3 (variation of terms other than rent), or
- (b) by or as a result of an enactment such as an Act of Senedd Cymru or an Act of Parliament or regulations made by the Welsh Ministers.

7.2 A variation of this contract (other than by or as a result of any enactment) must be in accordance with term 7.4

7.3 The fundamental terms, supplementary terms and additional terms of this contract may be varied (subject to paragraph 7.4) by agreement between the landlord and you.

7.4 A fundamental term of this contract set out in paragraph 7.6 below, may not be varied (except by or as a result of an enactment such as an Act of Senedd Cymru or an Act of Parliament or regulations made by the Welsh Ministers).

7.5 The fundamental terms to which paragraph 7.3 applies are:

- a) requirement to use deposit scheme,
- b) anti-social behaviour and other prohibited conduct,
- c) joint contract-holder ceasing to be a party to the occupation contract,
- d) permissible termination,
- e) death of sole contract-holder,
- f) possession claims,
- g) paragraph 7.1(b) and term 7.2,
- i) this term, and
- i) paragraph 9.

7.6 A variation of any other fundamental term (other than by or as a result of an enactment such as an Act of Senedd Cymru or an Act of Parliament or regulations made by the Welsh Ministers) is of no effect —

- a) unless as a result of the variation —
 - (i) the fundamental provision which the term incorporates is incorporated without modification, or
 - (ii) the fundamental provision which the term incorporates is not incorporated or is incorporated with modification, the effect of this is that your position is improved;
- b) if the variation (regardless of whether it is within paragraph 7.6 of this term) would render the fundamental term incompatible with a fundamental term set out in paragraph (2) of this term.

7.7 A variation of a term of this contract is of no effect if it would render a term of this contract incompatible with a fundamental term (unless that fundamental term is also varied in accordance with this term in a way that would avoid the incompatibility).

7.8 Paragraph 7.7 of this term does not apply to a variation made by or as a result of an enactment.

8.0 Written statements

8.1 The landlord must give you a written statement of this contract before the end of the period of 14 days starting with the occupation date.

8.2 If there is a change in the identity of the contract-holder under this contract, the landlord must give the new contract-holder a written statement of this contract before the end of the period of 14 days starting with—

- a) the day on which the identity of the contract-holder changes, or
- b) if later, the day on which the landlord (or in the case of joint landlords, any one of them) becomes aware that the identity of the contract-holder has changed.

8.3 The landlord may not charge a fee for providing a written statement under paragraphs 8.1 or 8.2.

8.4 You may request a further written statement of this contract at any time but the landlord may charge a reasonable fee for providing a further written statement.

8.5 The landlord must give you the further written statement before the end of the period of 14 days starting with:

- a) the day of the request, or
- b) if the landlord charges a fee, the day on which you pay the fee.

Written statement of variation

8.6 If this contract is varied the landlord must, before the end of the relevant period, give you:

- a) a written statement of the term or terms varied, or

b) a written statement of this contract as varied.

8.7 The relevant period is the period of 14 days starting with the day on which this contract is varied.

8.8 The landlord may not charge a fee for providing a written statement for a variation of the contract.

Provision of information by landlord about the landlord

8.9 The landlord must, before the end of the period of 14 days starting with the occupation date, give you notice of an address to which you may send documents that are intended for the landlord.

8.10 If there is a change in the identity of the landlord, the new landlord must, before the end of the period of 14 days starting with the day on which the new landlord becomes the landlord, give you notice of the change in identity and of an address to which you may send documents that are intended for the new landlord.

8.11 If the address to which you may send documents that are intended for the landlord changes, the landlord must, before the end of the period of 14 days starting with the day on which the address changes, give you notice of the new address.

Compensation for failure to give information

8.12 If the landlord fails to comply with an obligation under paragraph 8.0, the landlord is liable to pay you compensation under section 87 of the Act.

8.13 The compensation is payable in respect of the relevant date and every day after the relevant date until —

a) the day on which the landlord gives the notice in question, or

b) if earlier, the last day of the period of two months starting with the relevant date.

8.14 Interest on the compensation is payable if the landlord fails to give you the notice on or before the day referred to in paragraph 8.13(b).

8.15 The interest starts to run on the day referred to in paragraph 8.13(b) at the rate prevailing under section 6 of the Late Payment of Commercial Debts (Interest) Act 1998 at the end of that day.

8.16 The relevant date is the first day of the period before the end of which the landlord was required to give the notice.

9.0 False statement inducing landlord to make contract to be treated as breach of conduct

9.1 If the landlord is induced to make this contract by means of a false statement made knowingly or recklessly by you or by someone acting at your instigation:

a) you are to be treated as being in breach of this contract, and

b) the landlord may accordingly make a possession claim on the basis of breach of contract.

10.0 Forms of notices etc.

10.1 Any notice, statement or other document required or authorised to be given or made by this occupation contract must be in writing.

10.2 Sections 236 and 237 of the RHW A make further provision about form of notices and other documents, and about how to deliver or otherwise give a document required or authorised to be given to a person by or because of that Act.

10.3 Any notice required by this agreement or the RHW A to be served on the contract-holder will be sufficiently served if it is sent by first-class post or delivered by hand to the property addressed to the contract-holder and will be deemed served the next working day after posting or leaving at the property.

11.0 Passing notices etc. to the landlord

11.3 You must:

a) keep safe any notices, orders or other documents delivered to the dwelling addressed to the landlord specifically or the owner generally, and

b) as soon as is reasonably practicable, give the landlord the original copies of any such notices, orders or other documents to the landlord.

12.0 Periodic Contract

12.1 At the end of the fixed term set out in this contract if you continue to occupy the property the contract will become a periodic standard contract on the same terms and conditions as set out in this agreement save for the term which will progress from rental period to rental period and the rent which may be increased in line with section 123 of the RHW A. The following paragraphs will also apply but only during a periodic contract.

12.2 If you are a joint contract holder, you may withdraw from this contract by giving us a notice (a "withdrawal notice"). That notice must specify the date on which you intend to cease to be a party to this contract (the "withdrawal date"). This contract cannot be ended by the act of one or more of the joint contract-holders acting without the other joint contract-holder or joint contract-holders.

12.3 You must give a written warning to the other joint contract holders when you give a withdrawal notice to the landlord; and a copy of the withdrawal notice must be attached to the warning.

12.4 We must give a written warning to the other joint contract-holders as soon as reasonably practicable after we receive the withdrawal notice; and a copy of the withdrawal notice must be attached to the warning.

12.5 You will cease to be a party to this contract on the withdrawal date.

12.6 A notice given to us by one or more (but not all) of the joint contract-holders that purports to be a notice under clause 12.2 is to be treated as a withdrawal notice, and the date specified in the notice is to be treated as the withdrawal date. Clause 12.3 does not apply to a notice which is treated as a withdrawal notice.

12.7 The minimum time period between the date on which a notice under clause 12.2 is given to us, and the date specified in the notice, is ~~one~~two months.

12.8 All the contract holders acting jointly may end this contract by giving us not less than four week's notice that you will give up possession of the property on a date specified in the notice.

12.9 If you give up possession of the dwelling on or before the date specified in a notice under clause 12.8, this contract ends on the date specified in the notice. If you give up possession of the dwelling after that date but in connection with the notice, this contract ends on the day on which you give up possession of the dwelling, or if an order for possession is made, on the date determined in accordance with clause 5.33.

12.10 A notice under clause 12.8 ceases to have effect if, before this contract ends you withdraw the notice by further notice to us, and we do not object to the withdrawal in writing before the end of a reasonable period.

12.11 We may end this contract by giving you not less than six months' notice that you must give up possession of the property on a date specified in the notice.

12.12 If we have given you notice under clause 12.11 and then withdrawn that notice then we may not give a further such notice to you before the end of the period of six months starting with the day on which the first notice was withdrawn, save that we may give one further notice under clause 12.11 to you during the period of 28 days starting with the day on which the first notice was given.

12.13 If we have given you notice under clause 12.11 and the period for making a possession claim on the basis of that notice has ended without us having made such a claim then we may not give another notice under clause 12.11 to you before the end of the period of six months starting with the last day of the period before the end of which we could have made the claim.

12.14 If we give you a notice under clause 12.11, we may on that ground make a possession claim. Section 215 of the RHW Act provides that if the court is satisfied that the ground is made out, it must make an order for possession of the dwelling, unless section 217 of the Act (retaliatory possession claims to avoid obligations to repair etc.) applies and subject to any available defence based on your Convention rights.

12.15 We may not make a possession claim on the basis of clause 12.14 before the date specified in the notice given by us in clause 12.11 or after the end of the period of two months starting with the date specified in a notice under clause 12.11.

12.16 If you give up possession of the property on or before the date specified in a notice under clause 12.11, this contract ends on the date specified in the notice. If you give up possession of the dwelling after that date but in connection with the notice, this contract ends on the day on which you give up possession of the dwelling, or, if an order for possession is made, on the date determined in accordance with clause 5.33.

12.17 A notice under clause 12.11 ceases to have effect if before the contract ends, and during the period of 28 days starting with the day on which the notice was given, we withdraw the notice by giving further notice to you, or before this contract ends, and after the end of the period of 28 days starting with day on which the notice was given we withdraw the notice by giving further notice to you, and you do not object to the withdrawal in writing before the end of a reasonable period.

12.18 We may not give notice under clause 12.11 before the end of the period of four months starting with the occupation date of this contract. However, if this contract is a substitute occupation contract, the landlord may not give notice under clause 12.11 before the end of the period of four months starting with the occupation date of the original contract.

12.19 For the purposes of subsection (2)—

(a) a converted contract was a substitute tenancy or licence if—

- (i) the occupation date of the converted contract falls immediately after the end of a preceding tenancy or licence,
- (ii) immediately before the occupation date of the converted contract a tenant or licensee under the contract was a tenant or licensee under the preceding tenancy or licence, and a landlord under the converted contract was a landlord under the preceding tenancy or licence, and
- (iii) the converted contract relates to the same (or substantially the same) dwelling as the preceding tenancy or licence, and

(b) "original tenancy or licence" means—

- (i) where the substitute tenancy or licence has an occupation date falling immediately after the end of a tenancy or licence which is not a substitute tenancy or licence, the tenancy or licence which preceded the substitute tenancy or licence;
- (ii) where there have been successive substitute tenancies or licences, the tenancy or licence which preceded the first of the substitute tenancies or licences."

12.20 If we have previously made a claim for possession under clause 12.11 and the court has refused to make an order for possession because it considered the claim to be a retaliatory claim (see section 217 of the RHWA) then we may not give another notice under clause 12.11 to you before the end of the period of six months starting with the day on which the court refused to make an order for possession.

12.21 We may not give notice under clause 12.11 at a time when —

- (a) you have not been given a written statement of the contract under clause 8, or
- (b) the landlord is aware that the identity of the contract-holder has changed, and the new contract-holder has not been given a written statement of the contract under clause 8.

12.22 If we have failed to comply with clause 8 then we may not give notice under clause 12.11 during the period of six months starting with the day on which we gave a written statement of this contract to you.

12.23 We may not give notice under clause 12.11 at a time when we have not provided a notice in accordance with the landlord's duty to provide information under clause 8.9.

12.24 We may not give notice under clause 12.11 at a time when we have not complied with regulation 6(5) of the Energy Performance of Buildings (England and Wales) Regulations 2012. For the purposes of this term, it does not matter when the valid energy performance certificate was given (and nothing in this paragraph requires that a new energy performance certificate be given to you when a certificate given to you in compliance with that regulation ceases to be valid under the EPB Regulations).

12.25 We may not give notice under clause 12.11 at a time when security required by us in connection with the contract in a form not permitted by clause 4.6 has not been returned to the person by whom it was given.

12.26 We may not give notice under clause 12.11 if:

- (a) a deposit has been paid in connection with this contract but the initial requirements of an authorised deposit scheme have not been complied with;
- (b) a deposit has been paid in connection with this contract but we have not provided the information required by clause 4.10; or
- (c) a deposit paid in connection with this contract is not being held in accordance with an authorised deposit scheme.

Unless —

- (a) a deposit paid in connection with this contract has been returned to you (or any person who paid the deposit on your behalf) either in full or with such deduction as may have been agreed, or
- (b) an application to the county court has been made under paragraph 2 of Schedule 5 to the RHWA and has been determined by the county court, withdrawn, or settled by agreement between the parties.

12.27 We may not give a notice under clause 12.11 at a time when —

- (a) a prohibited payment (within the meaning of the Renting Homes (Fees etc.) (Wales) Act 2019) has been made in relation to this contract as described in section 2 or 3 of that Act, and
- (b) that prohibited payment has not been repaid.

12.28 We may not give a notice at a time when —

- (a) a holding deposit (within the meaning of the Renting Homes (Fees etc.) (Wales) Act 2019) paid in relation to this contract has not been repaid, and
- (b) the circumstances are such that the failure to repay the deposit amounts to a breach of the requirements of Schedule 2 to that Act.

12.29 In determining for the purposes of clauses 12.27 and 12.28 whether a prohibited payment or a holding deposit has been repaid, the payment or deposit is to be treated as having been repaid to the extent (if any) that it has been applied towards either or both of the following —

- (a) a payment of rent under this contract;
- (b) a payment required as security in respect of this contract.

12.30 We may not give notice under clause 12.11 at a time when —

- (a) the property is treated as unfit for human habitation by virtue of regulation 5(3) of the Renting Homes (Fitness for Human Habitation) (Wales) Regulations 2022 (failure to ensure that working smoke alarms and, in certain circumstances, carbon monoxide alarms are installed in a dwelling) and as a result, we are required under Part 4 of the Act to take steps to stop the property from being treated as unfit for human habitation by virtue of that regulation;
- (b) the property is treated as unfit for human habitation by virtue of regulation 6(6) of the Renting Homes (Fitness for Human Habitation) (Wales) Regulations 2022 (failure to obtain an electrical condition report, or to give the contract-holder such a report or written confirmation of certain other electrical work) and as a result, we are required under Part 4 of the Act to take steps to stop the property from being treated as unfit for human habitation by virtue of that regulation.

12.31 We may not give notice under clause 12.11 at a time when we have not complied with regulation 36(6) or (as the case may be) (7) of the Gas Safety (Installation and Use) Regulations 1998. For the purposes of this clause we are to be treated as in compliance with the provision in question at any time when—

- (a) we have ensured that you have been given, or (as the case may be) there is displayed in a prominent position in the property, a copy of the applicable gas safety record, and
- (b) that record is valid.

12.32 For the purposes of clause 12.31, a gas safety record is valid until the end of the period within which the appliance or flue to which the record relates is required, under the Gas Safety Regulations, to again be subjected to a check for safety.

12.33 We may vary the rent payable under this contract by giving you a notice setting out a new rent to take effect on the date specified in the notice. The period between the day on which the notice is given to you and the specified date may not be less than two months. The first notice to increase the rent may specify any date but any subsequent notices must specify a date which is not less than one year after the last date on which a new rent took effect.

12.34 Where consideration other than rent is payable under this contract, the amount of consideration may be varied —

- (a) by agreement between us and you, or
- (b) by us in accordance with clause 12.35.

12.35 We may give you a notice setting out a new amount of consideration to take effect on the date specified in the notice. The period between the day on which the notice is given to you and the specified date may not be less than two months. The first such notice may specify any date but subsequent notices must specify a date which is not less than one year after the last date on which a new amount of consideration took effect.

Signed as an agreement

Between us, the landlord

Signature

Name of
signatory

Date

4th April 2024

(Agent)

And you, the contract-holder

Name

Signature

Date

4/4/2024

ANNEX

ESTATE MANAGEMENT GROUNDS

REDEVELOPMENT GROUNDS

Ground A (building works)

- 1 The landlord intends, within a reasonable time of obtaining possession of the dwelling—
 - (a) to demolish or reconstruct the building or part of the building comprising the dwelling, or
 - (b) to carry out work on that building or on land treated as part of the dwelling,and cannot reasonably do so without obtaining possession of the dwelling.

Ground B (redevelopment schemes)

- 2 (1) This ground arises if the dwelling satisfies the first condition or the second condition.
(2) The first condition is that the dwelling is in an area which is the subject of a redevelopment scheme approved in accordance with Part 2 of this Schedule, and the landlord intends within a reasonable time of obtaining possession to dispose of the dwelling in accordance with the scheme.
(3) The second condition is that part of the dwelling is in such an area and the landlord intends within a reasonable time of obtaining possession to dispose of that part in accordance with the scheme, and for that purpose reasonably requires possession of the dwelling.

SPECIAL ACCOMMODATION GROUNDS

Ground C (charities)

- 3 (1) The landlord is a charity and the contract-holder's continued occupation of the dwelling would conflict with the objects of the charity.
(2) But this ground is not available to the landlord ("L") unless, at the time the contract was made and at all times after that, the person in the position of landlord (whether L or another person) has been a charity.
(3) In this paragraph "charity" has the same meaning as in the Charities Act 2011 (c. 25) (see section 1 of that Act).

Ground D (dwelling suitable for disabled people)

- 4 The dwelling has features which are substantially different from those of ordinary dwellings and which are designed to make it suitable for occupation by a physically disabled person who requires accommodation of a kind provided by the dwelling and—
 - (a) there is no longer such a person living in the dwelling, and
 - (b) the landlord requires the dwelling for occupation by such a person (whether alone or with members of that person's family).

Ground E (housing associations and housing trusts: people difficult to house)

- 5 (1) The landlord is a housing association or housing trust which makes dwellings available only for occupation (whether alone or with others) by people who are difficult to house, and—
 - (a) either there is no longer such a person living in the dwelling or a local housing authority has offered the contract-holder a right to occupy another dwelling under a secure contract, and
 - (b) the landlord requires the dwelling for occupation by such a person (whether alone or with members of that person's family).
(2) A person is difficult to house if that person's circumstances (other than financial circumstances) make it especially difficult for him or her to satisfy his or her need for housing.

Ground F (groups of dwellings for people with special needs)

- 6 The dwelling constitutes part of a group of dwellings which it is the practice of the landlord to make available for occupation by persons with special needs and—
 - (a) a social service or special facility is provided in close proximity to the group of dwellings in order to assist persons with those special needs,
 - (b) there is no longer a person with those special needs living in the dwelling, and

- (c) the landlord requires the dwelling for occupation by a person who has those special needs (whether alone or with members of his or her family).

UNDER-OCCUPATION GROUNDS

Ground G (reserve successors)

- 7 The contract-holder succeeded to the occupation contract under section 73 as a reserve successor (see sections 76 and 77), and the accommodation comprised in the dwelling is more extensive than is reasonably required by the contract-holder.

Ground H (joint contract-holders)

- 8 (1) This ground arises if the first condition and the second condition are met.
- (2) The first condition is that a joint contract-holder's rights and obligations under the contract have been ended in accordance with—
- (a) section 111, 130 or 138 (withdrawal), or
 - (b) section 225, 227 or 230 (exclusion).
- (3) The second condition is that—
- (a) the accommodation comprised in the dwelling is more extensive than is reasonably required by the remaining contract-holder (or contract-holders), or
 - (b) where the landlord is a community landlord, the remaining contract-holder does not (or the remaining contract-holders do not) meet the landlord's criteria for the allocation of housing accommodation.

OTHER ESTATE MANAGEMENT REASONS

Ground I (other estate management reasons)

- 9 (1) This ground arises where it is desirable for some other substantial estate management reason that the landlord should obtain possession of the dwelling.
- (2) An estate management reason may, in particular, relate to—
- (a) all or part of the dwelling, or
 - (b) any other premises of the landlord to which the dwelling is connected, whether by reason of proximity or the purposes for which they are used, or in any other manner.

12 CLIFTON HOUSE, BROADWAY, CARDIFF, CF24 1AA

ANNUAL STATEMENT 6th APR 2025 - 5th APR 2026

<u>Month</u>	<u>Rent Received</u>	<u>Deductions</u>	<u>Description</u>	<u>Paid to Landlord</u>
April 2025	£800.00	£76.80 £648.00	Agent Fee Gas Gold water tank repair	£75.20
May 2025	£800.00	£76.80	Agent Fee	£723.20
June 2025	£850.00	£81.60	Agent Fee	£786.40
July 2025	£850.00	£81.60	Agent Fee	£786.40
Aug 2025	£850.00	£81.60	Agent Fee	£786.40
Sep 2025	£850.00	£81.60	Agent Fee	£786.40
Oct 2025	£850.00	£81.60	Agent Fee	£786.40
Nov 2025	£850.00	£81.60	Agent Fee	£786.40
Dec 2025	£850.00	£81.60 £240.00 £150.00	Agent Fee safety window catches Re-fix radiators to the wall	£378.40
Jan 2026	£850.00	£81.60	Agent Fee	£768.40
Feb 2026	£850.00	£81.60	Agent Fee	£768.40
Mar 2026	£850.00	£81.60	Agent Fee	£768.40
<u>TOTALS</u>	<u>£10,100.00</u>	<u>£2,007.60</u>	<u>PAID TO LANDLORD</u>	<u>£8,200.40</u>

12 CLIFTON HOUSE, BROADWAY, CARDIFF, CF24 1AA

ANNUAL STATEMENT 6th APR 2026 - 5th APR 2027

<u>Month</u>	<u>Rent Received</u>	<u>Deductions</u>	<u>Description</u>	<u>Paid to Landlord</u>
April 2026	£850.00	£81.60	Agent Fee	£768.40
May 2026			Agent Fee	
June 2026			Agent Fee	
July 2026			Agent Fee	
Aug 2026			Agent Fee	
Sep 2026			Agent Fee	
Oct 2026			Agent Fee	
Nov 2026			Agent Fee	
Dec 2026			Agent Fee	
Jan 2027			Agent Fee	
Feb 2027			Agent Fee	
Mar 2027			Agent Fee	
<u>TOTALS</u>	<u>£850.00</u>	<u>£81.60</u>	<u>PAID TO LANDLORD</u>	<u>£768.40</u>

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR

Trading Title: TD Electrical

Address: 7, St Asaphs way, Caerphilly, Gwent

Postcode: CF83 1EX

Tel No: [REDACTED] 2

DETAILS OF THE INSTALLATION

Occupier: private tenant

Address: 12 Clifton House, Broadway, Cardiff

Postcode: CF24 1AA

Tel No: N/A

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required: Customer request

Date(s) when inspection and testing was carried out: 08/12/2023

Records available: (X)

Previous inspection report available: (X)

Previous report date: (N/A)

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety):

satisfactory upon visual inspection

Estimated age of electrical installation: (10) years

Evidence of additions or alterations: (X)

Overall assessment of the installation is: **Satisfactory** / ~~Unsatisfactory~~ * (delete as appropriate)

PART 4 : DECLARATION

INSPECTION AND TESTING

I, being the person responsible for the inspection and testing of the electrical installation, particulars of which are described in PART 7, having exercised reasonable skill and care when carrying out the inspection and testing of the existing installation, hereby CERTIFY that the information in this report, including the observations (page 2) and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations on the inspection and testing.

Name (capitals): TRISTAN DAVIES

Signature [REDACTED]

Date: 09/12/2023

REVIEWED BY

Name (capitals): TRISTAN DAVIES

Signature [REDACTED]

Date: 09/12/2023

*An unsatisfactory assessment indicates that dangerous (CODE C1) and/or potentially dangerous (CODE C2) conditions have been identified in PART 6, or that Further Investigation (CODE FI) without delay is required.

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

PART 7 : DETAILS AND LIMITATIONS OF THE INSPECTION AND TESTING

The inspection and testing has been carried out in accordance with BS 7671: 2018, as amended. Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in inaccessible roof spaces and generally within the fabric of the building or underground, have not been visually inspected unless specifically agreed between the Client and the Inspector prior to inspection.

Details of the installation covered by this report: fixed wiring only (see additional page No. N/A)

Agreed limitations including the reasons, if any, on the inspection and testing: none

Agreed with (print name): N/A

Extent of sampling: CSU 10 % of power points 10 % of lighting points cooker & oven point Water heater Wall heaters (see additional page No. N/A)

Operational limitations including the reasons: none (see additional page No. N/A)

PART 8 : SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

System type and earthing arrangements	Number and type of live conductors	Nature of supply parameters
TN-C-S: (✓) TN-S: (N/A) TT: (N/A)	AC 1-phase, 2-wire: (✓) 2-phase, 3-wire: (N/A)	Nominal line voltage, $U^{(1)}$: (N/A) V
Other (state): N/A	3-phase, 3-wire: (N/A) 3-phase, 4-wire: (N/A)	Nominal line voltage to Earth, $U_0^{(1)}$: (230) V
Supply protective device	DC 2-wire: (N/A) 3-wire: (N/A) Other: (N/A)	Nominal frequency, $f^{(1)}$: (50) Hz
(BS (EN) 1361	Confirmation of supply polarity: (✓)	Prospective fault current, $I_{pf}^{(1)*}$: (0.98) kA
Type: (II) Rated current: (60) A	Other sources of supply (as detailed on attached schedule) Page No: (N/A)	External loop impedance, $Z_e^{(1)*}$: (0.1) Ω (By Enquiry)

PART 9 : PARTICULARS OF INSTALLATION REFERRED TO IN THIS REPORT

Means of Earthing	Main protective conductors	Main protective bonding connections	Main switch / Switch-fuse / Circuit-breaker / RCD
Distributor's facility: (✓)	Earthing conductor:	Water installation pipes: (✓)	Type: (BS (EN) 60947-3)
Installation earth electrode: (N/A)	(material Copper csa 16 mm ²)	Gas installation pipes: (✓)	Location: (CSU)
Where an earth electrode is used insert	Connection / continuity verified: (✓)	Structural steel: (N/A)	No. of poles: (2) Rating / setting of device: (N/A) A
Type – rod(s), tape, etc: (None)	Main protective bonding conductors:	Oil installation pipes: (N/A)	Current rating: (100) A Voltage rating: (240) V
Location: (N/A)	(material Copper csa 10 mm ²)	Lightning protection: (N/A)	Where an RCD is used as the main switch
Electrode resistance to Earth: (N/A) Ω	Connection / continuity verified: (✓)	Other (state): N/A	RCD rated residual operating current, $I_{\Delta n}$: (N/A) mA
			RCD measured operating time: (N/A) ms Rated time delay: (N/A) ms

*Where the installation is supplied by more than one source, the higher or highest values of prospective fault current, I_{pf} , and external earth fault loop impedance, Z_e , must be recorded.

All fields must be completed. Enter either, as appropriate: '✓' if Acceptable condition; 'N/A' if Not applicable; 'LIM' if a Limitation exists; or Code appropriately – CODE 'C1', 'C2', 'C3' or 'FI' (codes to be recorded in PART 6, with additional comments (where appropriate) on attached numbered sheets)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

PART 10 : SCHEDULE OF ITEMS INSPECTED

1. External condition of electrical intake equipment (visual inspection only)
(If inadequacies are identified with the intake equipment, it is recommended the person ordering the report informs the appropriate authority.)

- 1.1 Service cable: (.....) 1.2 Service head: (.....)
1.3 Earthing arrangement: (.....) 1.4 Meter tails: (.....)
1.5 Metering equipment: (.....) 1.6 Isolator (where present): (.....)

2. Presence of adequate arrangements for parallel or switched alternative sources

- 2.1 Adequate arrangements where a generating set operates as a switched alternative to the public supply: (N/A.....)
2.2 Adequate arrangements where generating set operates in parallel with the public supply: (N/A.....)
2.3 Presence of alternative / additional supply arrangement warning notice(s) at or near equipment, where required: (N/A.....)

3. Automatic disconnection of supply

3.1 Main earthing and bonding arrangements

- a) Presence and condition of distributor's earthing arrangement: (.....)
b) Presence and condition of earth electrode arrangement, if present: (.....)
c) Adequacy of earthing conductor size: (.....)
d) Adequacy of earthing conductor connections: (.....)
e) Accessibility of earthing conductor connections: (.....)
f) Adequacy of main protective bonding conductor size(s): (.....)
g) Adequacy of main protective bonding conductor connections: (.....)
h) Accessibility of main protective bonding connections: (.....)
i) Accessibility and condition of other protective bonding connections: (.....)
j) Provision of earthing / bonding labels at all appropriate locations: (.....)

3.2 FELV

- a) Source providing at least simple separation: (.....)
b) Plugs, socket-outlets and the like not interchangeable with those of other systems within the premises: (.....)

4. Other methods of protection (.....)

Details should be provided on separate sheets: Page No. (N/A.....)

5. Distribution equipment

- 5.1 Adequacy of working space / accessibility of equipment: (.....)
5.2 Security of fixing: (.....)
5.3 Condition of insulation of live parts: (.....)
5.4 Adequacy / security of barriers: (.....)
5.5 Condition of enclosure(s) in terms of IP rating: (.....)
5.6 Condition of enclosure(s) in terms of fire rating: (.....)
5.7 Enclosure not damaged / deteriorated so as to impair safety: (.....)
5.8 Presence and effectiveness of obstacles: (.....)
5.9 Presence of main switch(es), linked where required: (.....)
5.10 Operation of main switch(es) (functional check): (.....)
5.11 Correct identification of circuit protective devices: (.....)
5.12 Adequacy of protective devices for prospective fault current: (.....)
5.13 RCD(s) provided for fault protection – includes RCB0s: (C2.....)
5.14 RCD(s) provided for additional protection – includes RCB0s: (C2.....)
5.15 RCD(s) provided for protection against fire – includes RCB0s: (C2.....)
5.16 Manual operation of circuit-breakers and RCDs to prove disconnection: (.....)
5.17 Confirmation that integral test button/switch causes RCD(s) to trip when operated (functional check) (.....)
5.18 Presence of RCD six-monthly retest notice at or near equipment, where required: (.....)
5.19 Presence of diagrams, charts or schedules at or near equipment, where required: (.....)
5.20 Presence of non-standard (mixed) cable colour warning notices at or near equipment, where required: (.....)
5.21 Presence of next inspection recommendation label: (.....)
5.22 All other required labelling provided: (.....)
5.23 Compatibility of protective device(s), base(s) and other components: (.....)

- 5.24 Single-pole switching or protective devices in line conductors only: (.....)

- 5.25 Protection against mechanical damage where cables enter equipment: (.....)

- 5.26 Protection against electromagnetic effects where cables enter ferromagnetic enclosures: (.....)

6. Distribution / final circuits

- 6.1 Identification of conductors: (.....)
6.2 Cables correctly supported throughout their length: (.....)
6.3 Condition of insulation of live parts: (.....)
6.4 Non-sheathed cables protected by enclosures in conduit, ducting or trunking: (.....)
6.5 Suitability of containment systems for continued use (including flexible conduit): (.....)
6.6 Cables correctly terminated in enclosures (indicate extent of sampling in PART 7 of report): (.....)
6.7 Indication of SPD(s) continued functionality confirmed: (C3.....)
6.8 Adequacy of AFDD(s), where specified: (C3.....)
6.9 Confirmation that conductor connections, including connections to busbars are correctly located in terminals and are tight and secure: (.....)
6.10 Examination of cables for signs of unacceptable thermal and mechanical damage / deterioration: (.....)
6.11 Adequacy of cables for current-carrying capacity with regard to the type and nature of installation: (.....)
6.12 Adequacy of protective devices; type and rated current for fault protection: (.....)
6.13 Presence and adequacy of circuit protective conductors: (.....)
6.14 Co-ordination between conductors and overload protective devices: (.....)
6.15 Cable installation methods / practices appropriate to the type and nature of installation and external influences: (.....)
6.16 Cables where exposed to direct sunlight, of a suitable type or adequately protected against solar radiation: (.....)
6.17 Cables adequately protected against damage and abrasion: (.....)

All fields must be completed. Enter either, as appropriate: '✓' if Acceptable condition; 'N/A' if Not applicable; 'LIM' if a Limitation exists; or Code appropriately – CODE 'C1', 'C2', 'C3' or 'FI' (codes to be recorded in PART 6, with additional comments (where appropriate) on attached numbered sheets)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

PART 10 : SCHEDULE OF ITEMS INSPECTED

- 6.18 Provision of additional protection by an RCD not exceeding 30 mA
 a) For all socket-outlets with a rated current not exceeding 32 A, unless exempt: (.....) ✓
 b) Supplies for mobile equipment with a rated current not exceeding 32 A for use outdoors: (.....) ✓
 c) For cables concealed in walls / partitions at a depth of less than 50 mm: (.....) ✓
 d) For cables concealed in walls / partitions containing metal parts regardless of depth: (.....) ✓
 e) Circuits supplying luminaires within domestic (household) premises: (.....) C2
- Note:** Older installations designed prior to BS 7671: 2018 may not have been provided with RCDs for additional protection.
- 6.19 Provision of fire barriers, sealing arrangements and protection against thermal effects: (.....) ✓
- 6.20 Band II cables segregated / separated from Band I cables: (.....) ✓
- 6.21 Cables segregated / separated from non-electrical services: (.....) ✓
- 6.22 Termination of cables at enclosures (indicate extent of sampling in PART 7 of report)
 a) Connections under no undue strain: (.....) ✓
 b) No basic insulation of a conductor visible outside an enclosure: (.....) ✓
 c) Connections of live conductors adequately enclosed: (.....) ✓
 d) Adequacy of connection at point of entry to enclosure: (.....) ✓
- 6.23 Temperature rating of cable insulation adequate: (.....) ✓
- 6.24 Condition of accessories including socket-outlets, switches and joint boxes satisfactory: (.....) ✓
- 6.25 Suitability of accessories for external influences: (.....) ✓

- 6.26 Single-pole switching or protective devices in line conductors only: (.....) ✓
- 6.27 Adequacy of connections, including cpcs, within accessories and to fixed and stationary equipment: (.....) ✓
- 7. Isolation and switching**
- 7.1 Isolators
 a) Presence and condition of appropriate devices: (.....) ✓
 b) Acceptable location (local / remote): (.....) ✓
 c) Capable of being secured in the OFF position: (.....) ✓
 d) Correct operation verified: (.....) ✓
 e) Clearly identified by position and / or durable markings: (.....) ✓
 f) Warning label posted in situations where live parts cannot be isolated by the operation of a single device: (.....) ✓
- 7.2 Switching off for mechanical maintenance
 a) Presence and condition of appropriate devices: (.....) ✓
 b) Acceptable location: (.....) ✓
 c) Capable of being secured in the OFF position: (.....) ✓
 d) Correct operation verified: (.....) ✓
 e) Clearly identified by position and / or durable marking(s): (.....) ✓
- 7.3 Emergency switching off / stopping
 a) Presence and condition of appropriate devices: (.....) ✓
 b) Readily accessible for operation where danger might occur: (.....) ✓
 c) Correct operation verified: (.....) ✓
- 7.4 Functional switching
 a) Presence and condition of appropriate devices: (.....) ✓
 b) Correct operation (functionality) verified: (.....) ✓

8. Current-using equipment (permanently connected)

- 8.1 Condition of equipment in terms of IP rating: (.....) ✓
- 8.2 Equipment does not constitute a fire hazard: (.....) ✓
- 8.3 Enclosure not damaged / deteriorated so as to impair safety: (.....) ✓
- 8.4 Suitability for the environment and external influences: (.....) ✓
- 8.5 Security of fixing: (.....) ✓
- 8.6 Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire: (.....) ✓
- List number and location of luminaires inspected on a separate page: Page No. (N/A.....)
- 8.7 Recessed luminaires (e.g. downlighters)
 a) Correct type of lamps fitted: (.....) ✓
 b) Installed to minimise build-up of heat: (.....) ✓
 c) No signs of overheating to surrounding building fabric: (.....) ✓
 d) No signs of overheating to conductors / terminations: (.....) ✓

9. List all special installations or locations covered by this report

- N/A (N/A.....)
- (.....)
- (.....)
- (.....)
- (.....)

Indicate if the relevant requirements of Part 7 are satisfied and append results of inspection on a separate numbered page.

SCHEDULE OF ITEMS INSPECTED BY

Name: TRISTAN DAVIES

Signature: [Redacted] Date: 09/12/2023

PART 11 : SCHEDULES AND ADDITIONAL PAGES

Schedule of Inspections	Schedule of Circuit Details and Test Results for the installation	Additional pages, including data sheets for additional sources	Special installations or locations (indicated in item 9. above)	Continuation sheets
Page No(s): (.....) 4 & 5	Page No(s): (.....) 6	Page No(s): (.....) None	Page No(s): (.....) None	Page No(s): (.....) None

The pages identified are an essential part of this report (see Regulation 653.2).

All fields must be completed. Enter either, as appropriate: '✓' if Acceptable condition; 'N/A' if Not applicable; 'LIM' if a Limitation exists; or Code appropriately – CODE 'C1', 'C2', 'C3' or 'FI' (codes to be recorded in PART 6, with additional comments (where appropriate) on attached numbered sheets)

NOTES FOR RECIPIENT

THIS CONDITION REPORT IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE USE

The purpose of periodic inspection is to determine, so far as is reasonably practicable, whether an electrical installation is in a satisfactory condition for continued service. This report provides an assessment of the condition of the electrical installation identified overleaf at the time it was inspected and tested, taking into account the stated extent of the installation and the limitations of the inspection and testing.

This report has been issued in accordance with the national standard for the safety of electrical installations, *BS 7671: 2018 – Requirements for Electrical Installations*.

The report identifies any damage, deterioration, defects and/or conditions found by the inspector which may give rise to danger (see PART 6), together with any items for which improvement is recommended.

If you were the person ordering this report, but not the user of the installation, you should pass this report, or a full copy of it including these notes, the schedules and additional pages (if any), immediately to the user.

This report should be retained in a safe place and shown to any person inspecting or undertaking further work on the electrical installation in the future. If you later vacate the property, this report will provide the new user with an assessment of the condition of the electrical installation at the time the periodic inspection was carried out.

Where the installation incorporates a residual current device (RCD) there should be a notice at or near the device stating that it should be tested every six months. For safety reasons it is important that this instruction is followed.

For safety reasons, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work.

The recommended date by which the next inspection should be carried out is stated in PART 5 of this report. There should also be a notice at or near the main switchboard or distribution board/consumer unit indicating when the next inspection of the installation is due.

You should have received the report marked 'Original' and the contractor should have retained the report marked 'Duplicate'.

This report form is intended to be issued only for the purpose of reporting on the condition of an existing electrical installation and must not be issued to certify new electrical installation work including the replacement of a distribution board or consumer unit.

The report consists of at least six numbered pages. Additional numbered pages may have been provided to permit further relevant information relating to the installation to be recorded. For installations having more than one distribution board or more circuits than can be recorded on PART 12, one or more additional *Schedules of Circuit Details and Test Results* should form part of the report. The report is invalid if any of the schedules identified in PART 10 are missing.

PART 7 (Details and limitations) should identify fully the extent of the installation covered by this report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.

Operational limitations may have been encountered during the inspection such as inability to gain access to parts of the installation or to an item of equipment. The inspector should have noted any such limitations in PART 7. It should be noted that the greater the limitations applying to a report, the less its value from the safety aspect.

A declaration should have been given by the inspector in PART 4 of the report. The declaration must reflect the statement given in PART 3, which summarises the observations and recommendations made in PART 6. Where one or more observations have been made in PART 6, the Classification code given to each by the inspector indicates the degree of urgency with which remedial action needs to be taken to restore the installation to a safe working condition.

Where the inspector has indicated an observation as code C1 (danger present) **the safety of those using the installation is at risk**. Wherever practicable, items classified as (C1) should be made safe on discovery, and it is recommended that a skilled person(s) competent in electrical installation work undertakes the necessary remedial work immediately.

Where the inspector has indicated an observation as code C2 (potentially dangerous) **the safety of those using the installation may be at risk**, and it is recommended that a skilled person(s) competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.

Where the inspector has indicated that an item requires further investigation (FI), the investigation should be carried out without delay to determine whether danger or potential danger exists. For further guidance on the Classification codes, please see the reverse of page 2.

Where the installation can be supplied by more than one source, such as the public supply and a standby generator or microgenerator, this should be identified in PART 8 *Supply Characteristics and Earthing Arrangements*, and the *Schedules of Circuit Details and Test Results* (PART 12) compiled accordingly.

Where inadequacies in the intake equipment have been observed (Item 1 of PART 10), the person ordering the inspection should inform the distributor and/or supplier as appropriate.

Should the person ordering this report have reason to believe that it does not reasonably reflect the condition of the electrical installation reported on, that person should in the first instance raise the specific concerns in writing with the contractor.

GUIDANCE FOR RECIPIENTS ON THE CLASSIFICATION CODES

Only one Classification code should be given for each recorded Observation

Classification code C1 (Danger present)

Where an observation has been given a Classification code C1, the safety of those using the installation is at risk and immediate remedial action is required.

The person responsible for the maintenance of the installation is advised to take action without delay to remedy the observed deficiency in the installation, or to take other appropriate action (such as switching off and isolating the affected part(s) of the installation) to remove the danger. The contractor issuing this report will be able to provide further advice.

NICEIC makes available 'Electrical Danger Notification' forms to enable inspectors to record, and then to communicate to the person ordering the report, any dangerous condition discovered.

Classification code C2 (Potentially dangerous)

Classification code C2 indicates that, whilst those using the installation may not be at immediate risk, urgent remedial action is required to remove potential danger. The contractor issuing this report will be able to provide further advice.

It is important to note that the recommendation given at PART 5 of this report (Next Inspection) for the maximum interval until the next inspection is conditional upon all items which have been given a Classification code C1 and code C2 being remedied immediately and as a matter of urgency, respectively.

It would not be reasonable for the inspector to indicate that the installation is in a satisfactory condition if any observation in this report has been given a code C1 or code C2 classification.

Classification code C3 (Improvement recommended)

Where an observation has been given a Classification code C3, the inspection and/or testing has revealed a non-compliance with the current safety standard which, whilst not presenting immediate or potential danger, would result in a significant safety improvement if remedied. Careful consideration should be given to the safety benefits of improving these aspects of the installation. The contractor issuing this report will be able to provide further advice.

Code FI (Further investigation required without delay)

It should usually be possible for the inspector to attribute a Classification code to each observation without indicating a need for further investigation.

However, where 'FI' has been entered against an observation the inspector considers that further investigation of that observation is likely to reveal danger or potential danger that, due to the agreed extent or limitations of the inspection and/or testing, could not be fully identified at the time.

It would not be appropriate for the inspector to indicate that the installation is in a satisfactory condition if there is reasonable doubt as to whether danger or potential danger exists. Consequently, where the inspector has indicated 'Further investigation required without delay' (FI) the overall assessment of the installation (PART 3) should be marked as 'Unsatisfactory'.

If the inspector has indicated that an observation requires further investigation without delay, the person ordering this report is advised to arrange for the contractor issuing the report (or another skilled person or persons competent in such work) to undertake further examination of that aspect of the installation as a matter of urgency, to determine whether or not danger or potential danger exists.

Further information

Further information on the application of Classification codes, primarily aimed at inspectors but of possible interest to persons ordering condition reports, can be found in Electrical Safety First's Best Practice Guide No 4 *Electrical installation condition reporting: Classification Codes for domestic and similar electrical installations*. The guide can be viewed or downloaded free of charge from www.electricalsafetyfirst.org.uk

Certificate of tenancy deposit protection

Your deposit is protected with us!



The Deposit Protection Service
The Pavilions
Bridgwater Road
Bristol
BS99 6AA

This is your certificate of tenancy deposit protection

This certifies that the deposit for this tenancy has been protected with us by the landlord or letting agent below. To view your deposit, go to our website, www.depositprotection.com and log into your account.

You'll also find loads of useful information about the deposit protection process, your obligations as a landlord or letting agent, and top tips to help you manage your tenancy.

Tenancy

Deposit ID: [REDACTED]

Property address:
12 Clifton House,
Broadway,
CARDIFF,
CF24 1AA

Date deposit protected: 05/04/2024

Tenancy start date: 04/04/2024

Deposit amount: £800.00

Tenants:
[REDACTED]

Landlord or letting agent

Landlord or letting agent's name:
FERMANDELL PROPERTY SERVICES LTD

Landlord or letting agent's address:
Albion House,
Oxford Street,
Nantgarw,
CARDIFF,
CF15 7TR

Energy performance certificate (EPC)

12 CLIFTON HOUSE
BROADWAY
ADAMSDOWN
CARDIFF
CF24 1AA

Energy rating

C

Valid until:

11 February 2031

Certificate number:

9627-3003-9202-0279-7200

Property type

Top-floor flat

Total floor area

51 square metres

Rules on letting this property

Properties can be let if they have an energy rating from A to E.

You can read [guidance for landlords on the regulations and exemptions \(https://www.gov.uk/guidance/domestic-private-rented-property-minimum-energy-efficiency-standard-landlord-guidance\)](https://www.gov.uk/guidance/domestic-private-rented-property-minimum-energy-efficiency-standard-landlord-guidance).

Energy rating and score

This property's energy rating is C. It has the potential to be C.

[See how to improve this property's energy efficiency.](#)

The graph shows this property's current and potential energy rating.

Properties get a rating from A (best) to G (worst) and a score. The better the rating and score, the lower your energy bills are likely to be.

For properties in England and Wales:

the average energy rating is D
the average energy score is 60

Score	Energy rating	Current	Potential
92+	A		
81-91	B		
69-80	C	71 C	80 C
55-68	D		
39-54	E		
21-38	F		
1-20	G		

Breakdown of property's energy performance

Features in this property

Features get a rating from very good to very poor, based on how energy efficient they are. Ratings are not based on how well features work or their condition.

Assumed ratings are based on the property's age and type. They are used for features the assessor could not inspect.

Feature	Description	Rating
Wall	Cavity wall, as built, insulated (assumed)	Good
Roof	Pitched, insulated (assumed)	Good
Window	Fully double glazed	Average
Main heating	Room heaters, electric	Very poor
Main heating control	Programmer and appliance thermostats	Good
Hot water	Electric immersion, off-peak	Poor
Lighting	Low energy lighting in all fixed outlets	Very good
Floor	(another dwelling below)	N/A
Secondary heating	None	N/A

Primary energy use

The primary energy use for this property per year is 244 kilowatt hours per square metre (kWh/m²).

How this affects your energy bills

An average household would need to spend **£567 per year on heating, hot water and lighting** in this property. These costs usually make up the majority of your energy bills.

You could **save £143 per year** if you complete the suggested steps for improving this property's energy rating.

This is **based on average costs in 2021** when this EPC was created. People living at the property may use different amounts of energy for heating, hot water and lighting.

Heating this property

Estimated energy needed in this property is:

- 2,168 kWh per year for heating
 - 1,619 kWh per year for hot water
-

Impact on the environment

This property's environmental impact rating is D. It has the potential to be D.

Properties get a rating from A (best) to G (worst) on how much carbon dioxide (CO₂) they produce each year.

Carbon emissions

An average household produces 6 tonnes of CO₂

This property produces 2.1 tonnes of CO₂

This property's potential production 2.0 tonnes of CO₂

You could improve this property's CO₂ emissions by making the suggested changes. This will help to protect the environment.

These ratings are based on assumptions about average occupancy and energy use. People living at the property may use different amounts of energy.

Steps you could take to save energy

Step	Typical installation cost	Typical yearly saving
1. High heat retention storage heaters	£800 - £1,200	£118
2. Heat recovery system for mixer showers	£585 - £725	£25

Advice on making energy saving improvements

[Get detailed recommendations and cost estimates \(www.gov.uk/improve-energy-efficiency\)](http://www.gov.uk/improve-energy-efficiency)

[Speak to an advisor from Nest \(www.gov.wales/get-help-energy-efficiency-your-home-nest\)](http://www.gov.wales/get-help-energy-efficiency-your-home-nest)

Help paying for energy saving improvements

You may be eligible for help with the cost of improvements:

- Heat pumps and biomass boilers: [Boiler Upgrade Scheme \(www.gov.uk/apply-boiler-upgrade-scheme\)](http://www.gov.uk/apply-boiler-upgrade-scheme)
-

Who to contact about this certificate

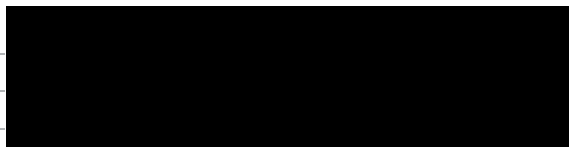
Contacting the assessor

If you're unhappy about your property's energy assessment or certificate, you can complain to the assessor who created it.

Assessor's name

Telephone

Email



Contacting the accreditation scheme

If you're still unhappy after contacting the assessor, you should contact the assessor's accreditation scheme.

Accreditation scheme

Elmhurst Energy Systems Ltd

Assessor's ID

EES/020319

Telephone

01455 883 250

Email

enquiries@elmhurstenergy.co.uk

About this assessment

Assessor's declaration

No related party

Date of assessment

12 February 2021

Date of certificate

12 February 2021

Type of assessment

[RdSAP](#)