



APPLICATION FOR WINDOW REPLACEMENT

Notes on Window Replacement

The shareholders of St Benedicts (Tooting) Management Company Limited voted at an Extraordinary General Meeting on 24 November 2004 to allow owners of leasehold flats to replace their windows subject to the conditions set out below that were ratified at the Annual General Meeting on 23 February 2005.

Under the flat leases, Management Company consent is required before work can be carried out. This will only be given after the Management Company or their Managing Agents receive a signed copy of this application or an online application at <http://www.stbentooting.co.uk/online> agreeing to the conditions of consent. This is necessary for the protection of all owners. **Please apply in sufficient time, as the Managing Agent has 5 working days to reply to such queries.**

Conditions of Consent

1. I agree that I will comply with the Building Regulations.
2. I agree to fit brown timber-grain effect windows with the same colour, appearance and pane layout as the original wooden windows.
3. I agree to repair at my cost within 30 days any damage to other properties, Estate facilities and garden areas caused by my contractors or as a result of this work.
4. If any such repair is required and is not completed within 30 days, I agree that the Management Company or its agents may carry out the repair at my expense and may add the costs to the service charge account for my property.
5. I certify that I am not in breach of my lease and that my service charges are not in arrears.
6. I agree that the Management Company, its Managing Agent and professional advisers may hold and use the data submitted.

Explanatory Notes

- This is necessary to ensure that the work is legal.*
- You are advised to consider carefully the window hinge arrangement and glass type because of the possible need to exit in the event of fire. If necessary, take advice from the local council and / or the Fire Brigade.*
- This is necessary to preserve the appearance of the estate and to ensure that property values are not adversely affected. Windows may hinge and/or tilt open provided that the external appearance is unaltered.*
- This is necessary so that the Management Company and other owners do not risk being left to pay for damage caused.*
- This is necessary so that the Management Company does not risk being left to pursue companies or to recover money from them at other owners' expense.*
- You are advised to establish, as part of the quotation by the company, what work they will perform, what access they need, whether they will erect scaffolding, what steps they will take to avoid damage and what insurance cover they hold for third party liability.*
- This is necessary so that granting consent does not risk causing acceptance of a breach of lease.*
- This is necessary under the General Data Protection Regulation.*

For Owners to Complete

Address:

Name of Owner:

Owner Contact Telephone:

(Daytime)

(Evening)

Owner Contact E-mail:

Owner Signature agreeing to the Conditions of Consent:

(Signature)

(Print name)

(Date)