

**SHORT TERM LET MANAGEMENT PLAN**  
**307 - 309 FINCHLEY ROAD, LONDON NW3 6EH**

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This package of measures is to be adopted by us the Owner and approved by the Council for the management of the Short Term Let Accommodation in order to ensure the safety, security and respect for neighbours and common parts of shared buildings and minimise the impact on amenity to include inter alia the following requirements: -

“Carltone” is the management company for the entire above address. Carltone is responsible for the short-term rental for the new units.

Websites marketing our short-term rentals will be [www.rightmove.co.uk](http://www.rightmove.co.uk) & [www.finchleyroadstudios.com](http://www.finchleyroadstudios.com)

Guests will have a designated contact within Carltone. Guest will be able to directly contact a member of staff (based in London) if there are any issues. On the basis issues arise affecting occupiers &/or neighbours this will be dealt with in an efficient manner. The building manger will be on call 24x7 hours a week in case of any issues and can be contacted on:

Mehdi Koshravi  
07502430382

All guests will only have a licence for 3 months and no other type of landlord and tenant relationship. An example of the licence is appended at **Tab 1**.

All guests will have references/be screened in advance of occupation. This will include personal ID checks on arrival and copies of ID documents saved for all guests staying. This is understood to be a health and safety requirement.

Only the named individuals in the original booking whom we have referenced/screened will be allowed to stay in the development. All ID's will be checked prior to the keys of the property are handed over. Any guests found accommodating additional individuals not in the original booking will be asked to leave immediately and the licence terminated. The above restrictions shall form part of any marketing advertisement for the short term let accommodation, including third party website marketing.

All guests will be asked to adhere to the site Code of Conduct (attached at **Tab 2**), which sets the management's expectations of good neighbourly conduct.

All health and safety requirements will be adhered to. All units will have a current electrical certificate, fire extinguisher, carbon monoxide detector, smoke alarm and first aid kit.

Insurance will be in place at all times that covers 3rd party liability due to any actions of the guests of the Short Term Let Accommodation (including accidental damage).

Porters will not be asked to manage any guests of the Short Term Let Accommodation, from meeting them, to handing over keys etc nor to provide support to guests in any way. Our management team part of Carltone will handle these duties.

If a building fob is lost or not returned by a guest, our building management will ensure it is deactivated. All costs for replacement to be borne by us the owners of the Short Term Let Accommodation.

There will be no bookings of less than 3 nights in respect of all studios as shown on the plans marked "Short Let Accommodation", to avoid high turnover of guests.

Each short-let licence issued will be for a maximum of 90 days per year for each unit of Short Term Let accommodation. Only the named individuals in the original booking will be issued a license for a maximum of 90 days only with no more than one rollover. This restriction shall form part of any marketing advertisement for the short term let accommodation including third party website marketing.

Details of the site manager will be presented at the site frontage in the form of signage, to ensure that any local resident or other interested party can get in touch with the site manager to discuss any issues or concerns with the running of the short-let accommodation. The site manager's details will include a contact name and mobile telephone number. The signage will confirm that the site manager is available 24/7.

Information to occupiers of the property and the site manager will disseminated via email.

The refuse bin is accessed through two double doors from the pavement closest to Flat 3 and is signposted on the doors. The bin store is locked; all tenants will be provided with a key to access the bin store. Camden Council makes a collection every Monday and a private contractor does so every Thursday. The cleaning of the communal area and outside the building is done by our cleaning contractor twice a week.

Should the council require any further information regarding the short let use, guests or any related matter, they should send an enquiry to the site manager at [mail@finchleyroadstudios.com](mailto:mail@finchleyroadstudios.com).

The applicants commit to the review and reasonable update of this SLMP following, written request from officers at Camden Council.

**TAB 1**  
**MASTER LICENCE**

**Master Licence August 2019\_ Finchley Road**

TAKE NOTICE THAT THIS TENANCY AGREEMENT IS A BINDING DOCUMENT. BEFORE SIGNING IT, YOU SHOULD READ IT CAREFULLY TO ENSURE THAT IT CONTAINS EVERYTHING YOU DO WANT AND NOTHING UNACCEPTABLE TO YOU

THIS AGREEMENT is made on BETWEEN

- (1) **CARLTONE LIMITED** the registered office of which is at 4 Marylebone Street London W1G 8JH (company registration number 3351664) ('the Landlord') and
- (2) (Tenant Name) xxxxxxxx and xxxxxxxx

**1 PARTICULARS**

- 1.1 **The Deposit** — £x,xxx (5 weeks)
- 1.2 **The Property** — The apartment known as **Flat x.x**  
**307 Finchley Road, London NW3 6EH** with the rights for the Tenant set out in schedule 1 and the rights for the Landlord set out in schedule 2.
- 1.3 **The Rent** — (£xxxx pw), xxxxx per month
- 1.3b Council tax to be paid on account, £125 aprx.

**TOTAL PAYABLE IN ADVANCE - £x,xxx**

- 1.4b **Payment schedule:** For rent and utilities for the balance due, 1 month in advance. And provide monthly standing order ( screen shot) for balance set for the 1<sup>st</sup> day of each month.
- 1.5 **The Term** — from xx<sup>th</sup> xxxxxxx 2019 and including xx xxx xxxx
- 1.6 **Special Clauses** – xxxxx

**2 DEFINITIONS AND INTERPRETATION****2.1 Definitions**

In this agreement:

- 2.1.1 **'the Agents'** means the Landlord's managing agents (if any) engaged in connection with the management of the Property for the time being;
- 2.1.2 **'the Building'** means the building or block of flats of which the Property forms part, including any common parts, forecourts, parking areas, gardens and land held with it;
- 2.1.3 **'the Contents'** means the furniture, furnishings, fixtures and other items set out in the schedule of contents or inventory annexed to this agreement, copies of which have been signed by the Agents on behalf of the Landlord and by the Tenant, which are let with the Property under this agreement;
- 2.1.4 **'the Interest Rate'** means the rate of 4% a year above the base lending rate of Lloyds Bank plc or such other bank, being a member of the Committee of London and Scottish Bankers, as the Landlord may from time to time nominate in writing;
- 2.1.5 **'the Property'** means the house or flat described in the Particulars, and the expression includes:

AA1/18

Tenant Details - Email: [xxxxxxxxxxxxxxxxxxxxxx](#) | Mobile: xxxxxxxxxxxxxx |  
Address:xxxxxxxxxxxxxxxxxxxxxx

**TAB 2**  
**CODE OF CONDUCT**

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**307-309 FINCHLEY ROAD, CAMDEN**

To benefit all guests, tenants should adhere to the following Code of Conduct, which form part of the tenant's Agreement.

**BUILDING RULES**

1. Tenants will use the premises for residential purposes only; will not undertake any business within their premises; will obey all rules and regulations as well as health and safety regulations; and will take reasonable measures to avoid injuring the reputation or condition of the building or its owner. Solicitation of any kind, by visitors or Tenants, is prohibited at all times.
2. Tenants should take all reasonable steps to not increase the risk of fire may conflict with fire or insurance regulations.
3. Tenants shall respect the rights of all other tenants/occupants of the building to peace and quiet and will not disturb any of them unreasonably by shouting or other loud use of his or her voice, with noise, music, radios and televisions, odour, or in any other way. All abusive, disorderly, violent, or harassing conduct by a Tenant, including but not limited to abusive and/or foul language, sexually explicit comments toward tenants, occupants, or management is prohibited and is grounds for immediate termination of tenancy. Likewise, vandalism of any kind by a Tenant on or to Landlord's property is prohibited.
4. Tenants are responsible for the behaviour of any and all of their guests, visitors, and invitees. Such persons may not break Tenants' Lease or these Rules and Regulations. Tenants are responsible to pay for any damages or clean-up resulting from the conduct of their guests, visitors, and invitees.
5. Except for controls in Tenants' premises, intended for Tenants' use, Tenants will not operate any other controls relating to the building's utility services without the expressed, written, prior approval of Landlord. This includes but is not limited to heating and air conditioning, water and sewer, gas, electric (including lighting), elevators, laundry, or other equipment, and Tenants will not enter the boiler/ room.
6. Tenants will not obstruct entrances, public areas, hallways or other corridors, stairs, exits, elevators, lobbies, driveways, parking areas, walks, or fire escapes.
7. Tenants will not drive any nails or screws into walls, floors, tiles, ceilings, woodwork, or partitions; will not drill holes or fasten any article on any part of the premises, or damage or deface the same. Pictures may be hung, provided that only small size "a" type "Bulldog" type hangers or push pins are used. Use of tape, glue, or adhesive of any kind is not permitted. Nothing, including clothes, towels, pictures, or any other item, shall be hung from ceilings, pipes, sprinklers, or any fixtures of the premises.
8. Unless modified by the Lease, animals are not allowed at any time, under any circumstance, except for legally authorized guide dogs.
9. Tenants will not add or in any way change locks or keying.
10. No furnishings may be taken from the premises and put in halls, basement, or on porches or balconies without prior consent of Landlord, even for limited times. No blinds, shades, or screens shall

be attached to, hung in, or used in connection with any window or door of the premises without prior written consent from Landlord.

11. Tenants will not varnish, paint, paper, or otherwise decorate any walls, floors, doors, woodwork, or cabinets without prior written permission of Landlord. All restoration costs (even if decoration was with permission) will be at Tenants' expense, but must be supervised by Landlord.

12. No vehicle or bicycle shall obstruct a drive or in any way interfere with others' access thereto, nor shall they be parked on lawns, shrubberies, patios, walkways, or lawn extensions. Bicycles may not be brought into the premises without prior consent of Landlord. Vehicles shall not be repaired, lubricated, or washed on driveways or in parking areas of the premises. Any vehicle of Tenant or of Tenants' guests or invitees that leak oil or hydraulic fluid (which damage blacktop) must be removed, and Tenant is responsible for any clean-up (including environmental clean-up, and repair.

13. Tenants will act reasonably to conserve water and energy, and will report running toilets and faucets to Landlord for service. Tenants will not make unreasonable use of heat, leave windows open during cold weather, or leave televisions or other permitted devices on and unattended. Tenants will not remove screens and/or storms from the windows, even briefly.

14. Tenants will not install any aerial or antenna, and they will not erect or use any radio transmitters in the premises without both appropriate filters and prior written permission from Landlord.

15. Tenants will use toilets, tubs, and sinks only for their primary purpose and will never use them to dispose of sweepings, rubbish, rags, garbage, sanitary napkins, or other items likely to clog them. Tenants are liable to pay Landlord for any expense it incurs for repairing damage (including unclogging toilets and drains) caused by Tenants, their guests, or invitees.

16. Tenants will keep/store any personal property only in their premises or in such space as Landlord may assign them in writing, but storage of kerosene, gasoline, or other flammable or explosive agents is always prohibited. Landlord is not responsible for any items left in the premises at the end of the Lease term.

17. Trash and garbage (including recyclables) always shall be placed in the trash and recycle containers provided by Landlord, and container lids, if any, must be kept tightly closed at all times. Waste collectors will be given key access to the refuse store for scheduled pick-up, and will return cans and bins to their location the same day.

18. Tenants will perform reasonable housekeeping in their premises to maintain them in a clean, neat, and sanitary condition.

19. Unless expressly permitted by Landlord in writing, Tenants shall not display any signs, flags, pennants, placards, advertisements, notices, pictures, ornaments, stickers, handbills, or other lettering so as to be visible on the outside of the building or the premises.

20. Tenants will never go on the roof of the building for any reason.

21. Waterbeds and weight lifting equipment are prohibited at all times. Air conditioners, microwave or other ovens, space heaters, hot plates, washers, dryers, and refrigerators beyond those supplied by Landlord are prohibited without prior written permission of Landlord.

22. Lofts in the premises are prohibited.



23. Smoking is not permitted at any time in the building, including entrances, all grounds, and including the premises.

24. Tenants will not remove batteries from smoke detectors or in any other way disarm them.

25. Possession, sale, or use of any illegal drug or drug paraphernalia in the premises or the building is prohibited.

26. Landlord provides light bulbs for all fixtures at the beginning of the Lease term. Tenants will replace light bulbs in all lighting fixtures in the premises during the Lease term, and will leave working light bulbs in all lighting fixtures at the end of the Lease.

27. Possessing, using, or storing lethal weapons anywhere in the building is prohibited. "Lethal weapon" is defined as any deadly weapon which, from the manner used, is calculated or likely to produce death or serious bodily injury. This includes, but is not limited to: all firearms, hunting knives, switchblades, bows and arrows, machetes, or other knives.

28. Maintenance requests shall be submitted in writing to Landlord. Specifics of the problem, to the extent possible, shall be included in the request. Tenants are strictly liable to reimburse Landlord for repair of any damage caused by violation of any of these Rules by Tenants or by their guests.