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Lead & Approving Body NRML Board - Approved 30/11/18

Summary of Policy To facilitate the approval and recording of underletting and registration of all residents in Admiral House Newport Road

Scope Applicable to all NRML Members/Lease holders

To be read in conjunction with; The head lease, the under lease and the Data Protection Act

Implementation date 1st January 2019 - Review date; Until further notice

Version 1.0 Date 30/11/18 Summary of changes; Formalising an existing procedure

The Policy

Under the terms of the lease it is a mandatory requirement that members who underlet obtain consent from the Residents Management Company (NRML) to do so.

NRML will grant conditional approval under the Terms of the Lease in compliance with the Data protection Act, the Health and Safety Act and in line with current and future Planning regulations.

The Conditional approval is not limited to, but will include;

- Members shall submit names and contact detail of tenant(s) within their apartment(s) to the Concierge within 7 days of taking up residence in Admiral House.
- Members shall ensure that any change of tenant(s) including contact details are communicated to Residents' Management Company Concierge within 7 days.
- Members can authorise their agents to communicate changes in Tenants, however they shall retain overall responsibility for ensuring compliance with this Procedure.
- Failure to comply with this Procedure will absolve the Board and its representative or agents from all responsibility having taken all reasonable steps to ensure compliance under the Regulations.

The Residents' Management Company Concierge will maintain a register of members for the purpose of managing Admiral House and to control underletting in line with the lease.

The Residents' Management Company Concierge will maintain a register of residents within Admiral House to manage access to the property and to make available to any Authorised Emergency services such as Fire and Rescue, Police etc. should there be an adverse incident.

The Residents' Management Company Concierge or Managing Agent reserve the right to follow up and audit these records by direct contact with individual members raising administrative costs if two previous requests for tenant and contact details have not been submitted.

A copy of this document is online; http://admiralhousecardiff.com/

It is the Members' Sole Responsibility to comply with this Policy