



Home Information - BROOMGROVE APARTMENTS

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Our Contact Details

The Office that manages your property is:

West One Student Accommodation, 102 Arundel Street, Sheffield, S1 4RE

Email: ecclesallroad@westonespace.com

Tel: 0114 2134780

Opening hours Monday – Friday 9:00 to 5.30

Lucy Everingham– Manager, Letting Negotiator/Administrator

Faye Balme - Letting Negotiator/Administrator (part-time)

How do I report a defect or fault/maintenance?

In the first instance please report this via the automated link on the tenants section of our website, choosing **Ecclesall Road** as the office that manages your property.

[CLICK HERE to report a fault](#) or visit westone-student-accommodation-sheffield.co.uk/tenants.

All repairs are dealt with as quickly as possible but in busy periods maybe prioritised by the nature of the fault, so your patience is appreciated at these times if it is a classed as a non-urgent repair.

Lifts

All lifts have an emergency call button, however please be aware that you may be fined for any false call outs or faults that are result of misuse by you or your guests. (This includes overloading). Please report any known faults or concerns with the lifts to lettings office within office hours when possible.

Emergencies

We do not offer a 24 hour call out service. Most defects are NOT emergencies and should always be reported within office hours by email (see reporting faults above) however in the event of an extreme emergency out of office hours, such as a major leak or someone trapped in the lift please call the West One Concierge on 0114 2729687 **(Lost keys, faulty alarms going off etc. are not classed as emergency!)**

What if I lose my keys or lock myself out?

If you lose your keys, there will be a £25.00 charge per key/item for a replacement (including key fobs and post box keys) If you lock yourself out of the property and we



have to be called out to the property, there is a £20.00 per hour charge during office hours. **We do not operate an out of hour's service for locking yourself out or lost keys.**

Utility Bills (Electric/Gas/Water/TV Licence)

Gas, water & electricity is included in your rent. Please see your contract for full details of your fair usage limit. A TV Licence is also included however we do not automatically obtain a license for the property, you will need to advise us if you need one.

Heating

Your apartment has been fitted with the latest eco efficient system for your heating & hot water. The boilers are housed in a boiler room & are pre-set to be constantly on to give hot water on demand & heating to be run at the most efficient level. You can control the temperature of the heating with the thermostatic valve on each radiator from 0/low/summer setting to 5/high/winter setting, this will switch the boiler off when it reaches the correct temperature.

Fire Doors/Fire Procedure

There are special, additional fire doors in between specific apartments. In the event of a fire these will automatically unlock to provide an alternative escape route. These doors are alarmed & under no circumstance be opened at any other time. A call out charge will be applicable if they are. Fire Doors/corridors must be free from clutter & must not be blocked. Please familiarise yourself with your fire escape route & procedure, which is located on the landing outside your flat. **See appendix A** for a copy of the evacuation procedure.

If there is a fire call 999

Smoking or tampering with the detectors will set off the fire alarms. Call outs that are a result of malicious behaviour or false alarms will be subject to prosecution and fines.

South Yorkshire Fire Department Tel: 0114 2727202 www.syfire.gov.uk

We do NOT permit smoking within any area of this building.

Parking

Strictly by permit only (additional charges apply) Please speak to the office if you wish to rent a parking space.



Post

Lockable mailboxes are provided in the entrance foyer, one for each apartment. The Royal Mail have a fob to access the entrance foyer, you will need to make arrangements direct with the carrier for large or any other delivery services.

Rubbish

Bin stores are located in the car park, in a designated bin area. Rubbish should be in tied bin bags and placed **INSIDE** the bins, not on the floor. Paper, cardboard & bottles are to be placed in the appropriate recycling bin.

Laundry

Washing of clothes is NOT permitted within the apartments. The launderette is located on the ground floor. Access is available 24 hours via key fob. The machines are Contactless, at the time of going to press the charges are - £3.50 per 12kg wash (double a domestic capacity) & 50p per dry. Do not overload the dryer or it will stop the drying process. If there is fault with any of the machines please notify a member of the lettings staff. West One does not take responsibility for any damage caused to personal property in the launderette.

Do I have to pay Council Tax?

Full time students are usually exempt from council tax but you will need to fill in an on-line form to apply: see sheffield.gov.uk or [Click here](#)

Do I need contents insurance?

Yes, we insure the buildings, but you are responsible for insuring your personal possessions.

Internet Access?

100Mb wired and 50Mb wireless high speed broadband from ASK4 is included free of charge. <https://support.ask4.com/other/download-the-ask4-app/>

Can we put up a Satellite/Sky Dish?

You are NOT allowed to install a satellite dish anywhere on or outside the property. A TV is provided with Freeview.



Can we re-decorate?

No, we use professional decorators and if you re-decorate without telling us you may be charged for the room to be re-decorated at the end of the tenancy.

What is provided in the property?

As standard all have, Bedrooms: 4ft bed, desk & office chair, wardrobe, chest of drawers, curtains/blinds. Lounges: sofas & wall mounted TV. Kitchens: oven/ hob, fridge/freezer, microwave, rubbish bin (please use 50 litre bin liners) dining table & chairs. For additional specification for individual properties. please contact us. **Please note, kettles, toasters, irons/ironing board, cutlery, crockery, pots/pans, beddings, towels etc. are not provided.** A vacuum cleaner is provided only where carpets are fitted.

Communal Gym

This is a “residents only” free gym. You must sign to accept the terms and conditions before using the gym. (this should have been signed with your contract) Please ensure you are considerate to your fellow tenants and that it is left clean & tidy after use.

See appendix B attached for a copy of Gym T&C's

Do you inspect the property once we have moved in?

After the initial check in inspection, we will be carrying out periodic inspections throughout the year; this is to enable us to keep our properties in good repair for your comfort & safety. We will inform you in advance of any routine inspection.

How & when do I pay my Rent?

The rent due dates are written on the front page of your contract, you can pay your rent online visit:

<https://westone-student-accommodation-sheffield.co.uk/tenants.aspx>

What if I want to leave before the end of the tenancy agreement?

Your contract is legally binding & therefore you are liable for the rent to the end of the tenancy agreement, however if you find someone to take your place it is possible to re-arrange new contracts, this is subject to an admin charge of £50 & you may also be required to pay towards the re-cleaning of the accommodation Note if you are sharing you will need permission from your other housemates.



Your contact details?

It is essential that you make sure we have your mobile telephone number and email address (if applicable) The mobile telephone number you gave us when you signed your agreement will be our point of contact to advise you of any viewings, inspections & important information or notices regarding your accommodation.

It is your responsibility to ensure we have your correct and current contact details (phone & email) at all times.

If you think we have not got your latest details please email ecclesallroad@westonespace.com – stating your property & amended details

What do I do at the end of my tenancy?

Your tenancy end date will be stated on your contract

You will need to have fully vacated the property and handed your keys back to the office by **10.00 a.m. on or before this date**. You will be sent “Your Guide to Moving Out” which also has information regarding the return of your deposit prior to this date

Deposit

Your deposit is held by Deposit Protections Service (DPS) you will have a copy of all the details (prescribed information) attached to your contract & should have received an email from DPS when you signed your contract.

Once your tenancy has ended & we have completed a check out, we will contact DPS to release your deposit, this is usually within 5-10 working days but could be delayed at busy periods. (Deductions may apply should the property not be left in the same condition as at the start of the tenancy).

If you have a problem accessing your DPS account contact them directly

Calling from the UK: 0330 303 0030

calling from outside the UK: +44 (0) 370 707 1677

Additional Information/Useful Telephone Numbers

Tel: 999 only in an emergency situation where there is a life in danger or a serious crime in progress

Tel: 101 for non-emergency situations