

## SUSSEX HEIGHTS (BRIGHTON) LIMITED

### ESSENTIAL INFORMATION FOR NEW RESIDENTS

- No pets allowed in the building, as set out in the Lease.
- Loud parties, music, noise that cause annoyance to other residents is not acceptable, as set out in the Lease.
- The caretaker for the building is Jason Robinson. He can be contacted on 07518 513692 or email [jason@sussexheights.co.uk](mailto:jason@sussexheights.co.uk).
- The reception desk in the foyer is open Monday to Friday 8:00am until 4:00pm & Saturday morning from 8:00am until 12:00pm.
- Moving in/out times for large items Monday to Friday 8:00am until 5:00pm. Saturday mornings only from 8:00am until 11:45am. Please use the side entrance doors to transport all large items into the goods lift. The booking of the goods lift needs to be arranged in advance with the caretaker.
- Security guard on duty from 6:00pm – 6:00am Friday and Saturday.
- Household rubbish and recycling collected from flat cupboard every morning from Monday to Saturday. Please put all your household rubbish and recycling in strong heavy duty plastic bags and make sure they are securely tied.
- Any household rubbish bags brought down by residents for disposal in the rubbish bin, located in the bin area - please use the goods lift and side entrance. There is a recycling policy.
- No items of any kind to be left in corridors, stairways or communal areas due to fire safety requirements.
- Please use the goods lift for transporting your bicycle from/to your flat and use the trades entrance
- Postal/mail delivery service direct to flats from Monday to Saturday. If residents not at home, parcels / packages can be held on site and residents can collect them within normal desk opening hours.
- More info: [www.sussexheights.co.uk/handbook](http://www.sussexheights.co.uk/handbook)