

# Contact Information for Tenants

**This procedure is intended to improve efficiency and to minimise misunderstandings**

For **URGENT MAINTENANCE** please contact directly the trades' people listed

For **NON URGENT MAINTENANCE** please complete the form and click send at

[www.kingstonlettings.com/maintenance-request.html](http://www.kingstonlettings.com/maintenance-request.html)

## Contacting Procedure

Tenants requiring a service should,

1. Contact the appropriate division directly
2. Establish whether the tenants' or the landlord is responsible to pay for the costs

Note, except in an emergency

If the tenant is responsible, then the costs are to be paid directly to the trade people

3. Make an appointment time to meet at the property and make a note of the trade persons' name and contact details

4. Ensure to provide access at the property and check photo ID verifying names of trade people prior to providing access

Nb. cancellation fees are payable directly to the trades people if the tenant does not keep to the agreed appointment

**If a trade person is called out and the trade person informs that there is no breakdown or the tenant is responsible for the task, then the tenant to pay the trade person directly for the call out**

## Breakdowns & maintenance of central heating system including the boiler (24 hour call centre service)

Landlords'/agent have paid British Gas Services under an agreement for the upkeep, breakdown, repair, and routine maintenance services

It is practical for the tenants' to call British Gas directly to avoid unnecessary delays, to provide access and to coordinate appointments

1. The tenant to call British Gas Services, the **automated system** will request for the telephone number (enter the reference landlords'/agents' phone number as 07872 450713)
2. Automated system will ask for your post code (provide tenants property post code), name of landlords / agents name (provide landlords name which is on the tenancy agreement), **(mention Landlord's account number 911000754200 or reference 1608949529 or BULK reference number C21167331)**
3. Once the details are entered British Gas Services systems will check their records for landlords'/agents details
4. Once verified, tenants are able to speak to call centre personnel and make an appointment for the required works

## Contacting Approved Trades People

It is practical to contact trade people directly to minimise delays, to provide access and to co-ordinate appointments

When making appointments please state the tenants' name, property address and obtain the trade persons' name

SERVICE DIVISION	CONTACT	REFERENCE	CONTACT NO	E MAIL ADDRESS
Central heating boiler breakdowns	British gas services	BULK C21167331 Ref 1608949529	0800 107 7798 / 0800 107 7797	
Central heating boiler maintenance	British gas services	BULK C21167331 Ref 1608949529	0800 107 7798 / 0800 107 7797	
Central heating radiators & pipes	peter majewski	Property Address	07807 512 770	piotrmajewski01@op.pl
Washing machine dryer initial assessment	peter majewski	Property Address	07807 512 770	piotrmajewski01@op.pl
Fridge freezer initial assessment	peter majewski	Property Address	07807 512 770	piotrmajewski01@op.pl
Cooker oven initial assessment	peter majewski	Property Address	07807 512 770	piotrmajewski01@op.pl
General maintenance & repairs	peter majewski	Property Address	07807 512 770	piotrmajewski01@op.pl
Key replacements	peter majewski	Property Address	07807 512 770	piotrmajewski01@op.pl
Drains & blockages	peter majewski	Property Address	07807 512 770	piotrmajewski01@op.pl
Pest controller	Mike Mcgarth	Property Address	07707 392 008	
Electrical engineers		Property Address		
Architectural Services	Michael Protz	Property Address	07941 449 336	protmch@aol.com
Admin & finance	Online office	Property Address	0 7872 450 713	info@kingstonlettings.com
Property Management	Agents	Property Address		pm2@kingstonlettings.com
Inventory	SRP Inventories	Property address	0203 670 6600	info@srp-consultancy.co.uk
Check in	SRP Inventories	Property address	0203 670 6600	info@srp-consultancy.co.uk
Check out	SRP Inventories	Property address	0203 670 6600	info@srp-consultancy.co.uk
Suggestions	Online office	Property address		info@kingstonlettings.com

**website** [www.kingstonlettings.com](http://www.kingstonlettings.com)