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Mayfair
London W1K 3JB
Tel: 020 7629 6457

20/22 Station Road
Edgware
London HA8 7AB
Tel: 020 8731 5880

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6 Lower Byrom Street
Manchester M3 4AP
Tel: 0161 839 2444

No 1. Royal Mews
Gadbrook Park
Cheshire CW9 7UD
Tel: 01606 351 351

**Fifield
Glyn**

Chartered Surveyors

Seasonal Greetings and a Happy and Prosperous New Year from all at Fifield Glyn



Seasonal Opening Times 2017

The office will close at 1.00pm on Friday 22nd December 2017 and re-open at 9.00am on Wednesday 27th December 2017.

The office will close for New Year on Friday 29th December 2017 at 5.30pm and re-open on Tuesday 2nd January 2018 at 9.00am.

Out of hours Emergency Contact Number

If you have a genuine emergency during the festive period, please telephone

0345 600 7875

Please note that works to individual flats will be chargeable.

Residential Lettings – Airbnb

In the last few years there has been a boom in social travel sites such as Airbnb which link travellers with people willing to rent out their spare room or entire home. Airbnb may breach insurance terms and therefore invalidate insurance cover for the block should there be an incident. It may also be in breach of mortgage terms, planning use and Block Rules and Regulations not to mention compromising Security. Contact your property manager before contemplating.



Long Range
Forecast is :

**VERY COLD
WINTER**

Insurance Risk Management

Prevention is better than cure when it comes to burst pipes

If you are going away, please ensure your property is kept warm and if you have a loft hatch please keep it open to allow good ventilation.

Find out where the stop tap is located as this is the first thing needed to stop water escaping if a pipe bursts. Check insulation and lagging on any water pipes and tanks. Don't forget any pipes outside or in a loft. If you are away does anyone locally have a key in case of emergency and, if so, please let us know the details.

Water leaks from Residential flats make up the largest proportion of insurance claims. Help us to try and keep claims and disruption to a minimum and assist in keeping premiums competitive.

[Read more...](#)



The mark of property professionalism worldwide

Email: all@fifieldglyn.com

www.fifieldglyn.com

Please use our Online Fault Reporting



We have a commitment to resolve issues quickly and reliably. This online system helps us to receive the information in order to understand and resolve the fault. It allows you to upload photographs which may assist contractors with repairs.

For further information on our Online Fault Reporting tool please **CLICK HERE** to view our website.

Below are the 5 easy steps to report your fault:

- 1 - Select the fault from the various categories
- 2 - Add any photographic evidence of fault
- 3 - Complete the property address details
- 4 - Fill out your contact details
- 5 - Confirm and send

Once we receive the fault report we will deploy the relevant contractor, who will endeavour to resolve the issue as quickly as possible.



All EMERGENCIES must continue to be reported to us by telephone.



Invoices and Statements by email

We are now where possible emailing all demands and statements. Please email chloe.connor@fifieldglyn.com in the Accounts Department. Please indicate your name and property.

Change of Contact details

Have you changed your land line, mobile number, correspondence address or email?
If so, please could you notify our office of these changes to chloe.connor@fifieldglyn.com



Out of hours
0345 600 7875



www.fifieldglyn.com