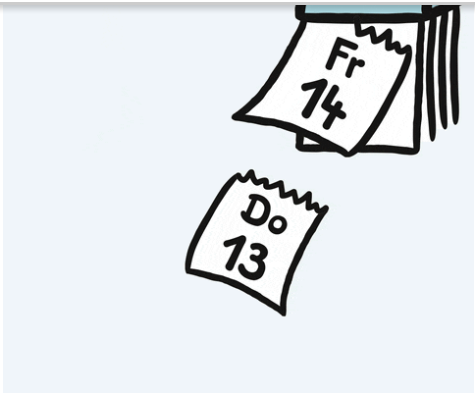
MANORESTATES
Associates Ltd

Summer 2026



Welcome to your Summer 2026 newsletter

We hope you find this newsletter informative, If you have any queries or items you would like to include please contact your Housing Officer, Graeme Plews at meal@manorestates.org.uk or by calling 0131 510 8540 option 5.



Our office will be closed for the following public holidays:

- Trades Holiday Weekend: Friday 3 July and Monday 6 July 2026

For more details on when we are open, please visit our website www.manorestates.org.uk.

While the office is closed, you can still access our emergency repairs service by contacting the following numbers:

- For all gas and central heating repairs, contact **Lothian Gas** on **0131 440 4666** or by calling **0131 510 8540 option 2.**
- For all other repairs, call **01244 987 642** where a call handler will take your details and pass to our contractors

Please remember that our office is also closed every Wednesday from 9am to 11am for staff training so please plan accordingly.

If you are planning to visit us, we would recommend that you call ahead to make sure the staff member you want to visit is available.



Unauthorised Alterations

Making a house feel like a home is important, and many residents naturally want to personalise their living space. Whether it's considering upgrading a kitchen, laying new flooring, or making other improvements. However, it's essential to remember that all changes require formal permission before any work begins.

Common examples of unauthorised alterations

We've recently encountered several types of work carried out without permission, including:

- Kitchen replacements
- Flooring changes
- Bathroom changes

While some of these changes may seem straightforward, they are potential breaches of your tenancy agreement.

What happens If work Is completed without approval?

Unauthorised alterations may result in:

- Being asked to remove the alteration and restore the original condition
- The Association carrying out remedial work and charging the cost to the resident
- Delays in repairs or maintenance because non-standard fittings require inspection

Our goal is never to penalise tenants, we simply want to ensure homes remain safe, compliant, and well maintained.

If you have made any unauthorised changes you should get in touch with our repairs team on 0131 510 8540 option 4.

Together, we can keep our homes in great condition while supporting tenants.

Following recent estate inspections, we've observed an increase in littering and fly-tipping in communal bin stores. To prevent clearance recharges, please arrange a special uplift with the City of Edinburgh Council at £5 per item. If you have any information on who is responsible, contact our office at 0131 510 8540, option 5, or email meal@manorestates.org.uk -

To request an uplift - www.edinburgh.gov.uk/bins-recycling/request-collection-bulky-waste-items





Property inspections are ongoing if you have missed a visit and received a text, letter, or card, please contact us to arrange a suitable time. You can reach us at meal@manorestates.org.uk or call 0131 510 8540, option 5.

We remind those who have failed to provide access that this is a condition of your tenancy agreement. If you do not comply we will have to consider further action.



Moving out? Please ensure your home is in good condition before leaving. If you don't then we will have to arrange to clear and clean the property and deduct the costs from your deposit. This includes any alterations made without permission during your tenancy. Thank you!

Dealing with Damp and Mould in Your Home

Damp and mould are common issues in homes, especially during colder months. They can affect not only the structure of your property but also your health. Here’s what you need to know:

- **Condensation**: Moisture from cooking, bathing, or drying clothes indoors.
- **Leaks**: From roofs, pipes, or windows.
- **Poor Ventilation**: Lack of airflow traps moisture inside.

Why Is It a Problem?

- **Health Risks**: Mould spores can trigger allergies, asthma, and respiratory issues.

How to Prevent It

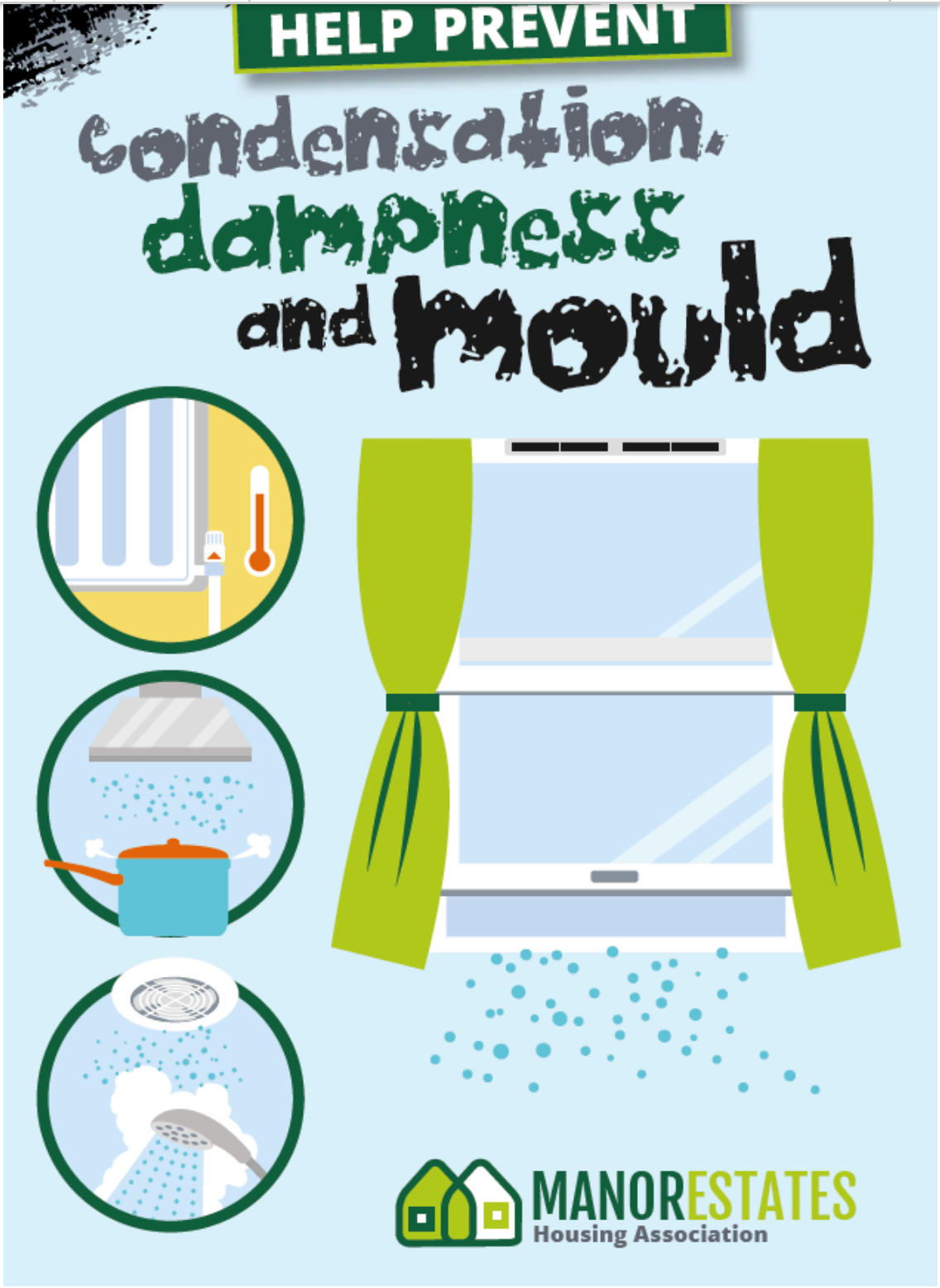
- **Ventilate**: Open windows regularly and use extractor fans in kitchens and bathrooms.
- **Heat Evenly**: Keep rooms at a consistent temperature to reduce condensation.

What to Do If You Spot Mould

- **Clean Safely**: Use a mould remover or a mild bleach solution. Wear gloves and a mask.
- **Address the Cause**: Cleaning alone won't solve the problem — improve ventilation.
- **Seek Help**: If mould covers a large area or keeps returning, contact us.

For more information click here or on the image to download our leaflet on damp and mould.

If you would like to discuss any issues further please contact our Property Service Team on 0131 510 8540 option 4 as we may need to send out a Technical Inspector to check your home.



Contents insurance gives tenants peace of mind by protecting their personal belongings against risks such as theft, fire, flooding, and accidental damage. While landlords insure the building itself, this does not cover a tenant's possessions, meaning items like electronics, furniture, clothing, and jewellery may be costly to replace after an incident.

While landlords cannot require tenants to purchase contents

strongly recommend it as a sensible way to protect personal belongings and provide peace of mind



HOUSEHOLD AND CONTACT DETAILS

Have you changed your contact details? Please make sure you keep us updated on any changes to household including any changes to home or mobile telephone numbers. You can update your details by emailing meal@manorestates.org.uk or by calling 0131 510 8540.

Follow us on Social Media

Do you regularly use Social Media?

Have you followed Manor Estates?

We are on Social Media @ManorLtd or @ManorEstatesHA

Follow us to keep updated or to contact us if you have a query. However, you should be aware that if you have an emergency you should call our office on 0131 510 8540 as we do not monitor social media 24/7.



Landlord Registration - 379002/230/01031

Letting Agent Registration – Manor Estates Housing Association Limited - LARN1912012

Landlord Accreditation Scotland - 20195347

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