



**Statement
of
Services**

Our Written Statement of Service complies with the Property Factors (Scotland) Act 2011 as revised in August 2021.

It is the duty of registered Factors to provide each homeowner in managed developments with a written statement of services, setting out, in a simple and transparent way, the terms and service delivery standards of the arrangement in place between the factor and the homeowner. Please note that we can only deal with property owners and not with tenants in rented properties.

We are registered as a Property Factor (PF 000177) and comply with the associated Code of Conduct.

This document should be read in conjunction with any individual development agreement that may be in place and with our Terms and Conditions of Business.

Office Contact Details:

**Myreside Management Ltd
3 Dalkeith Road Mews
Edinburgh
EH16 5GA**

Tel: 0131 466 3001

**Email:
office@myreside-management.co.uk
accounts@myreside-management.co.uk
www.myreside-management.co.uk**

For the added convenience of all our homeowners, we have developed a client reporting portal which you can view on our website.

**www.myreside-management.co.uk
This allows homeowners to report maintenance issues and gives access to development related documents such as insurance certificates, newsletters, and minutes of meetings along with the progress of reported maintenance issues. You are supplied a password to give access to the portal relating to your development.**

Company Registration no. SC213664 VAT Registration no. 103664439

**Myreside Management Limited is an appointed representative of Advisory Insurance Brokers Limited
T/A Boyd Insurance authorised and regulated by the Financial Conduct Authority.**

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Introduction

Our "Written Statement of Services" details the service and arrangements between Myreside Management and the homeowners in the developments we manage.

Myreside Management act on your behalf and arrange and administer the maintenance and repair of the common areas of the developments we manage.

Myreside Management do not give legal advice, or any other statutory advice and appoint where required, Lawyers, Surveyors, Structural Engineers, Tree Surgeons, Pest Control companies, Health and Safety experts, Drainage and Roofing companies and any specific trade as required by conditions and requirements on the developments we manage.

All homeowners have a responsibility to report without delay any maintenance issues to Myreside Management Ltd and have a duty in accordance with their relevant Deed of Conditions to maintain their property and common property as defined in their deed of conditions. Your solicitor should provide you with your set of Deed of Conditions and if you are in any doubt regarding the terms or our remit, you are advised to consult your solicitor.

Our Statement is in accordance with the requirements of the Property Factors (Scotland) Act 2011 and its associated Code of Conduct revised 16th August 2021.

Our Appointment

Myreside Management Ltd is appointed to manage the communal areas of the development either at a quorate meeting of owners, by the relevant developer, or by an owners' committee due to the previous factor resigning from the management of the development.

Our authority to manage the development and the scope and limits of our remit are contained in your deed of conditions but include the maintenance and repair of all common areas and parts of the development, and to arrange where

applicable, block insurance cover for the buildings and grounds.

You are reminded not to take out individual building insurance and you are only responsible for the insurance of contents and personal items.

The Services we Provide.

The core services we provide are Management, Maintenance, Repair, and Insurance

Ground maintenance and cleaning are carried out by our own uniformed staff along with certain maintenance items.

Project management charge

We reserve the right to administer a project management charge when agreed with the homeowners .

Homeowner Requirements

Homeowners will from time to time have requests for lost or additional miscellaneous items such as keys, key-fobs, parking permits etc. In addition to the cost of the requested item, there may be an administration charge.

Maintenance

Routine Maintenance

Gardening services where applicable will be provided by our own experienced and uniformed gardening teams.

The individual specification is detailed in the presentation brochure for your development which you should retain for future reference, cleaning services, where applicable, will be provided by our own uniformed cleaning teams in accordance with the individual cleaning specification detailed in your presentation brochure. The specifications are also to be found on our reporting portal.

Roof inspections and gutter cleaning etc. will be on an annual basis.

Statutory inspections of lifts, emergency lighting, dry riser testing, and fire alarm testing will be arranged where applicable, by Myreside Management in accordance with the individual development requirements.

Routine Repairs

Routine repair requests should be notified as follows:

- By email to our office
- Via our website Portal
- By telephone to our office

Emergency Repairs

Emergency repairs are those which require urgent attention that could cause structural or material damage. The works should be carried out, subject to development funds being available, at the discretion of Myreside Management, in accordance with the deed of conditions, to a financial limit as agreed either in a development schedule of works and charges, or in writing by an Owners' Committee.

In the event of you not being able to reach our emergency team, please call the appropriate registered tradesman and retain the invoice for reimbursement.

Non-Emergency repairs during business hours carried out at the specific request of the homeowner, will carry a call out charge (see list of additional charges)

If an emergency repair is required, Myreside Management may authorise repairs and the homeowner will be responsible for any call-out charges and will be advised of the costs, when known. Myreside Management will only use approved and authorised contractors where possible, for any repair work, and dependent upon the repair, may use our own maintenance staff, as we always endeavor to obtain the best possible value for our customers,

Out of hours Emergency repairs will be subject to a call out charge. (see list of additional charges)

Additional Charges

Late Payment charge - £30+VAT.

Final Demand charge - £30+VAT.

Final account Charge - £75+VAT.

Opening account charge - £45+VAT.

Debt recovery charge - £100+VAT.

(Court and other fees may apply).

Requests for emergency repairs should be made by calling our office on 0131 466 3001.

Initial out of hours call-out £80+VAT, an additional hourly rate may apply.

Requests for out-of-hours emergency repairs should also be made to our office, selecting option 1 and you will be transferred to our emergency response team.

If an emergency repair is classified as a private repair, then the cost will be charged to the homeowner, this applies to both owner occupied and tenanted properties. Communal emergency repairs will be charged and apportioned to all relevant homeowners.

Large Projects

Large projects and planned projects which may be determined at an AGM of owners, or as defined in the deed of conditions under cyclical maintenance, will either require a pre-collection of funds or be financed from any sinking fund which may be in place.

Some projects may require the appointment of a dedicated Project Manager, or another professional service, which will be apportioned to the relevant owners of the development.

In some cases, we may apply a management fee for the project and in this case all homeowners will be notified in advance.

If the employment or instruction for the services of a Project Manager or other professional service has been agreed, Myreside Management Ltd or the other professional service will have a specification prepared and will prepare three quotations for the work for presentation to the Homeowners for decision in accordance with the voting rights contained in the relevant deed of conditions.

If there is no condition in the deeds, then a simple majority will be sufficient.

Once a project has been approved and a contractor selected, sufficient funds must be put in place in the form of a pre-collection or deduction from a sinking fund, as the normal float payment would most probably not cover these costs. If insufficient funds are collected prior to works commencing, the project may have to be cancelled or postponed.

In accordance with the deed of conditions, it is the duty of the homeowner to maintain their property in a good state of repair and to contribute to the upkeep of the common parts and areas.

This will maintain and even increase the value of your property. The deeds normally contain the provision for a cyclical maintenance programme of items such as external windows and woodwork. Myreside Management will work together with homeowners' associations to plan and effect a cyclical programme. If requested by homeowners, we can also arrange for professional specialists to inspect and report on the condition of areas of the building or grounds.

Response Times

Routine Repairs

The normal response time for Myreside Management to acknowledge a request for a routine repair is within two working days of the reported request.

Providing the repair is within the scope of our financial remit, we will instruct the works within seven working days. If the repair cannot be effected within this time frame, we will inform the Homeowner and or the Owners' Association.

Should the repair be in excess of our financial remit, or of a cost that would not be covered by the development funds then Myreside Management would inform the Homeowner/Owners' Association and ingather quotations for the works.

Emergency Repairs

Myreside Management will normally have emergency repairs carried out within 24 hours of the work being reported to us through our published channels. Providing contractors are available we will effect the repairs sooner.

Should the repair require more extensive work, then the contractor will make the situation safe and inform the homeowner of the position.

The repair may eventually prove to result in an insurance claim on the block insurance policy and Myreside Management will take the required steps to report this to the insurance company. (see Insurance section)

24 Hour Emergency Service

We operate an emergency service for out-of-hour faults.



This service is meant for serious and hazardous faults which occur outside of office hours.

It should not be used for faults, or repairs which can wait until normal office hours. Serious faults would include an escape of water or a fire for example.

The service does carry a charge, either from the external contractor, or our own call-out staff. Our charges are listed in the section Additional Charges and the cost will be added to your quarterly invoice.

Myreside Management also has its own Water Leak Protection System which is installed in many of the flats we manage. The system carries an installation charge and an annual service charge.

For more information on this system, including functionality, and costs, please visit our website or request our information literature. There you will find the terms and conditions, guarantee and liability conditions.

Major Projects

Where larger works are planned or required, the timescales involved cannot always be exactly defined in advance, as this may depend on specialists' availability, complexity of the work, planning permissions, detailed plans and drawings being produced, contractor availability, ingathering of funds, homeowner availability and Association meetings.

Site visits

Myreside Management will make routine property inspections (site visits) at a frequency to be agreed for the development. The reports will be posted on the development portal on our website

Statutory Testing

If your development has a smoke extraction system, or a fire alarm, or a fire dry riser, or emergency lighting installed, then the system will be subject to regular testing and all costs will be apportioned in accordance with the deeds.

Appointment of Contractors



Myreside Management work with some contractors with whom we have a long working relationship.

We also appoint other approved contractors after we have satisfied ourselves of their credibility, that they have the required insurance cover and conform to applicable Health and Safety requirements.

Myreside Management will co-operate with homeowners to select contractors for certain projects, but where there is no Homeowners Association, Myreside Management will select a contractor based on experience, quality, price, and availability.

Myreside Management has no business interest with any contractors and do not take commission from any contractor.

It is vital that development works are uninterrupted due to the development funds being in deficit, caused by late or non-payment and we reserve the right to increase the float if necessary.

Charges and Invoicing

Management Fee

Myreside Management charge a management fee, which is determined by the size of the development, the complexity, and amount of administration required. The fees will be reviewed annually in December and applied with the February invoice. The changes will be based on inflation costs, and any changes to the scope of works involvement required by us. Any development acquired within our business year will not receive a fee increase until the following year.

Apportionment of Charges

All charges relating to the management fee, communal charges such as common electricity, grounds maintenance, cleaning, lift costs, insurance, and repairs etc. will be apportioned in accordance with the deed of conditions. If there is no apportionment provision contained in the deeds, then the provisions of the Tenements (Scotland) Act 2004 will apply.

Maintenance Float

When you receive your opening account, you will be asked to pay an initial maintenance float. This is usually stipulated as a requirement in the deed of conditions, as it is the responsibility of the owners to pre-finance the maintenance and insurance of the properties on the development.

We invoice you for a float at the commencement of our service.

This float is the working capital designed to cover the first quarter maintenance charges.

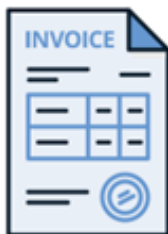
We invoice you at the end of February, May, August and November.

At the end of the quarter, you are invoiced for the costs incurred during that quarter, and once you settle that invoice, your float is reinstated to its original level. This is clearly stated at the bottom of the invoice.

Upon the sale of a property, the float is then apportioned against any charges to the date of sale, and the balance (if any) refunded.

Invoicing

We send you an invoice for all charges quarterly, February, May, August, and November.



The invoice you receive from us is actually a full statement of accounts for the whole estate for that quarter; it shows the complete expenditure for the whole development along with the total sum invoiced.

This means that at the end of the year you have four invoices which constitute the accounts for the entire year.

Payment of invoices is by standing order, direct debit, internet transfer, our website, cheque, or cash to Myreside Management.

Invoices are sent by secure email or if requested by post.

We administer a late payment charge if the invoice remains unpaid after 28 days and a final demand charge if unpaid after a further 14 days. Charges are as detailed in Additional Charges.

If an invoice remains unpaid after 28 days, a notice of debt collection will be issued requesting immediate payment. Failure to pay the invoice will result in a Summons being issued at the Sheriff Court which will incur further charges.

Selling your Home

When a homeowner sells a property their solicitor must inform us of the pending sale, giving us time to raise an estimated final charges invoice which is sent to the homeowner for immediate payment. Once the sale has completed and all charges and invoices have been received by Myreside Management we will raise a Final Account to send to the seller's solicitor. This will take into account the float payment, the estimated final charge invoice and all charges incurred to the point of sale of the property.

Any credit balance will then be forwarded to the seller's solicitor.

Any outstanding balance will be sent to the seller's solicitor for forwarding to the seller for payment or for payment from the solicitor if they have retained funds from the sale.

Any unpaid amounts will be apportioned to all other owners in the development.

The final account carries a charge of £75+VAT. This is to cover the amount of administration work required in dealing with the selling solicitors and the information required by them.

We reserve the right to make an additional charge of £40+VAT if the sale is announced to us at short notice (within 7 working days).

Buying your Home

When you purchase a property which we manage, the seller's solicitor will inform us of the sale/purchase and the documents required by them relating to the property and our management will be forwarded to your solicitor.



We will raise an opening account for you with our company and send you an opening account invoice which will include the float which is required to finance the first quarter charges including the block insurance premium.

You will also receive a welcome pack, introducing our company along with this statement of service. The opening account invoice will also include an opening account charge of £45+VAT which covers the administration work involved in setting up your account.

Sinking Funds

Myreside Management will operate a sinking fund for the development if the deed of conditions or the Homeowners' association decide at an AGM to operate one.



A sinking fund is an account into which all owners contribute, at a rate set by the Owners' Association, or by terms of the deed of conditions. The contributions are non-refundable but can be an asset in the sale of a property.

The fund is held in an account separate from the client and business accounts and is interest earning.

The funds are used for major projects and the use of the fund is decided by the homeowners not Myreside Management. The account is available for inspection by giving at least two working days' notice to Myreside Management or at a meeting of owners.

The fund should not be used for repairs to a specific block or stair but only for common repairs or refurbishment works. Typically, the fund will be used for the external painting of the common parts or for major roof repairs and not for example to replace lighting in one stairway.

Payment of invoice

Myreside Management endeavour to settle all contractor and utility invoices in a timely manner within our normal payment terms agreed with contractors unless any charge is disputed.

Contractor invoices may be viewed at our premises giving at least two working days' notice.

Debt Recovery

We carry out stringent control of client payments.



We issue payment reminders after 28 days of the invoice being raised and a final demand for payment after a further 14 days. Failure to make payment after this process results in a notice of impending Court Summons, which incurs a further charge of £100 + Court costs.

If the debt in question goes to Court and a Decree is granted, we will request further expenses and interest at 8%pa from the Court in the judgement. All costs involved in the debt collection process will initially be charged to the homeowner concerned.

In the event that we are unable to collect the debt and have exhausted the legal process then we reserve the right to apportion the debt to all other homeowners in the development.

If the debtor eventually pays his outstanding debt, including all legal fees, then Myreside Management will refund all relevant owners with their apportioned share.

Should we need to search the Land Registry for a Title of the property, then a £20 charge will be charged to the homeowner.

Debt Disclosure

Myreside Management will disclose the development debt situation at an AGM of the development. This will include the level of individual debts and age of these debts. It will also include the current position with any debt collection and legal process concerning the individual debts.

Please Note: Myreside Management cannot disclose the name or address of individual homeowners for Data Protection reasons.
Data Protection Registration Certificate ZA171018

Communication

Communication between Myreside Management and homeowners is of utmost importance in forming a good working relationship.
It is vital that all communications are clear and to the point.
Homeowners and committees should aim to keep communication simple and factual and not send multiple communications dealing with the same issue.

Myreside Management will endeavour to reply to emails within five working days and letters within ten working days.
Enquiries made to our office by telephone will be answered within five working days.

It is advisable for homeowners and committees to avoid sending repeated communications on the same topic unless we have failed to comply with the time scales above.

Myreside Management will always attempt to reply in shorter timescales than those listed above.
Our normal office hours are
Monday -Friday 9am-5.30pm.

Data Protection Policy

Myreside Management take your data protection and privacy very seriously.
Your information is stored securely and is not shared by any third parties without your permission.
Contact our Data Privacy Manager:
Keith Hunter
3 Dalkeith Road Mews Edinburgh
EH16 5GA

Privacy Policy

What personal data do we process?
Personal data that we process includes:
as name, address, telephone number,

Personal and contact details, such as email address and account reference number.

Personal and contact details (as above) of any named person(s) who you have authorised to act on your behalf, such as letting agents, relatives, or solicitors.
Correspondence including letters, emails, and online enquiries via our website contact form.

What do we use your personal data for?
We will only use your personal data for:

- Managing your property.
- Managing your individual account.
- Providing you with information such as newsletters specific to your property.
- Our debt recovery processes.
- Sharing with business partners.

Who do we share your personal data with?

We will only share your personal data with the following business partners:

- Contractors to contact you regarding access requirements for repairs and maintenance.
- Block buildings insurance companies for the purposes of claims handling.

We do not share personal data with other owners within the development(s) that we manage. We do not share personal data with Owners' Associations/Committees unless we have the permission of the individual(s) concerned to do so.

How do we communicate with you?
We will only communicate with you by email if we have your permission to do so.

- We will only communicate with you by post:
- to invoice you for management costs.
- to inform you of specific issues relating to your property.
- to advise of owners' meetings
- the issuing of minutes of meetings.

Changing personal data permissions?

Please contact us if you wish to opt out of email correspondence and revert to receiving invoices, newsletters, AGM notifications and minutes by post.

Financial data:

We do not store any personal card payment data given to us.

Individuals' financial details taken for the purposes of telephone card payments are not stored or shared.

Online payments made via our website and Direct Debit payments made via our Go Cardless account are encrypted and bank account details cannot be accessed.

Third party personal data sharing:

We do not share or sell your personal data to any third parties for marketing purposes.

Changes to your personal data:

If your personal data changes, then you should contact us so that we may update our records accordingly.

Employees:

We do not share employees' personal data with any third party, apart from our payroll provider, our accountant, HMRC, our insurers, The Department of Work and Pensions and employees' pension scheme providers.

Data Protection Registration Certificate
ZA171018

Complaints Procedure

If you wish to make a complaint against Myreside Management Ltd you must first notify this company in writing. We will acknowledge your complaint within ten working days. You will be contacted by our compliance officer to discuss aspects of your complaint. We will treat all complaints fairly and without bias.



Your complaint will be answered and completed within 20 working days of the date of the complaint acknowledgement.

Should there be any form of delay in completing the complaint, you will be advised in writing by the Compliance officer.

Once we have finalised our response to your complaint, you will receive a report detailing our findings and any actions we intend to take to address the matter.

Once the complaint has been processed and you have been informed of our internal findings, the investigation will be signed off and closed by the Compliance office ten days after informing you of the outcome.

Should you not be satisfied with our findings, then you must notify us in writing of this and we will acknowledge your dissatisfaction within ten working days of receiving this notice.

Your complaint will then be handled by a senior executive of the company.

The initial complaint and our internal findings will be investigated by the senior executive and you will receive an answer within 20 working days of receiving the acknowledgment of your dissatisfaction.

If you are still not satisfied with our response and resolution to your complaint, then you can take the matter to the

Scottish Government's First-Tier Tribunal for Scotland (Housing and Property Chamber)

The Tribunal will then decide whether we have acted correctly and if we have complied with the Code of Practice.

They can be contacted as follows:
Housing and Property Chamber
The First-Tier Tribunal for Scotland
Glasgow Tribunal Centre,
20 York Street,
45 Robertson Street Glasgow,
G2 8GT

Please Note

Myreside Management will always deal with complaints in a professional manner and we request that Homeowners also act in a similar manner in dealing with our staff. Our staff have a right to be treated with respect and aggressive and abusive behaviour towards our staff will not be tolerated.

Block Insurance

The deed of conditions normally stipulates that the property factor places buildings insurance cover for the properties and the common parts.

Myreside Management will place such cover for your development with a reputable insurance company and will advise all owners of the total premium, which will be apportioned in accordance with the terms of the deeds.



If your development has a set of deeds which does not call for block insurance cover, we strongly recommend that this is considered at a meeting of owners. The complexity of making a claim when there is damage from one source to a number of flats should be taken into consideration.

In such cases where no block cover is in place, Myreside Management will offer to place public liability cover for all common parts and grounds. Homeowners are advised to ensure they have sufficient property cover in place.

Our insurance broker will perform a due diligence comparison of the market at each renewal and will recommend to us the best deal for our portfolio.

Myreside Management aim to keep the claims history as low as possible by dealing with all claims in-house and not using all-trades companies which can cause a cost escalation and delays in completing works. It is the delays and alternative accommodation which inflates the cost of repairs and Myreside Management seek to reduce these costs and thus protect the premium of the block insurance.

If a claim is made, and the value falls under or is very close to any policy excess, we will apportion this cost to all owners in the development rather than initiate a claim which would have a negative effect on the claims history of the development and subsequently affect the premium.

If the damage is proven to be caused by neglect (graduating cause) then Myreside Management reserves the right to charge the full excess to the relevant homeowner. Whilst it is normal for a factoring business and their brokers to receive commission on the insurance policy, it is important to note that Myreside Management **do not take any form of commission** on the insurance and any cost of the administration of the policy is covered within our management fee.

Claims Handling

Myreside Management is the first point of call for claims handling and any potential claims should be reported to our office without delay.

We will acknowledge the claim and log it with the insurance company.

We will then send our staff and any specialist contractor to assess the damage and create a scope of works and an estimate for the repairs. This will then be submitted to the insurance company and or the loss adjuster.

Once the claim is approved Myreside Management would organise the repairs by liaising with the Homeowner and the relevant trades.

Upon completion of the works Myreside Management will inspect the repairs and inform the insurance company and the homeowner.

If the potential claim is a result of serious hazard, such as an escape of water, you must call our office number to connect to our out-of-hours emergency service.

One of our staff will respond and arrange a make safe repair and initiate the claim on your behalf.

When it is deemed necessary, Myreside Management will instruct a firm of surveyors to assess the declared value of the development as it must be kept up to date to ensure the correct level of cover is in place. The Homeowners' Association or Myreside Management can decide when this valuation should take place. It is recommended that a re-valuation is done every 5 years.

A copy of the insurance policy and schedule can be found on our portal in your development section.

We can supply a hard copy of the schedule on request at a charge of £5+VAT.

Lift inspection insurance

If your development has any passenger lift installed, then Myreside Management must put cover in place to have the lift inspected by an insurance company.



Myreside Management would then receive a report on the condition of the lift and pass this to the relevant lift maintenance company and dependent upon the level of cover or type of contract you have in place for the maintenance of the lift, the Homeowners may be responsible for the repair or replacement of parts for that lift.

The maintenance of the lift will be placed with a reputable lift maintenance company which will involve a minimum of four visits per year.

Any breakdowns must be reported immediately to Myreside Management and or direct it to the lift company. Again, depending upon the level of your service agreement with the lift maintenance company, the breakdown visits may be subject to a charge.

Water leak protection system

(If installed in your property)

Our Water Leak Protection System is installed in some of the developments which we manage, and we also maintain these systems. It is vitally important that the system is maintained and kept in working order.

In flats where this system is installed, it is the duty of the owner to ensure that the system is operational at all times.

If your flat is tenanted, you must ensure that the tenant or the letting agent is fully aware that this system is installed to protect against damage from the escape of water and how it operates.

Failure to maintain the system in working order could result in an insurance claim being denied in the event of damage being caused by an escape of water.



Myreside Management Ltd cannot accept any responsibility for spurious leaks which are not detected by the sensors, or for the failure of the system if it has been tampered with in any way, or switched off by the resident person. Letting agents are responsible for the operating advice to tenants.

Myreside Management guarantees the parts for two years and in the case of a genuine system fault, the labour for one year.

Any tampering with the system or failure to have the system serviced at least once per year will invalidate all guarantees.

The system is designed to detect water leaks from primary areas such as washing machines, dishwashers, baths, showers, and water tanks etc.

The system is not designed to cover radiators and pipes in central heating systems, any underfloor or buried pipes or bursting tanks and no responsibility can be accepted for such leaks.

In the event of a leak not being detected for any reason, the owner must ensure that sufficient buildings insurance and contents cover is in place, and a claim must be made in the normal manner.

If you require any further information or a copy of the operating instructions, please call our office on 0131 466 3001

Terminating the factoring Agreement

Our factoring agreement may be terminated by the homeowners at a quorate meeting of the homeowners.

The meeting must be called in strict accordance with the terms of the deeds, giving notice in writing to all owners with the notice period specified in the deeds, and a clear agenda.

The voting decision must be in accordance with the terms of the deeds and the decision evidenced to us in writing giving Myreside Management three months' notice of termination.

In accordance with the Property Factors (Scotland) Act 2011, the Code of Practice, and the time scale for issuing final accounts, we will issue the accounts to all homeowners once we have received all outstanding trade and utility invoices. The individual final account balances will be apportioned against the individual floats held by this company.

Should any homeowner's final account balance exceed the amount of the float held by us, then any balances in a sinking fund, should there be one, will be used to cover the debit balance.

Myreside Management reserve the right to apportion any development debt to all other owners.

In accordance with the Property Factors (Scotland) Act 2011, Myreside management will cooperate with the incoming factor to facilitate a smooth transition of services whilst conforming to the Data Protection legislation.

Regulatory Authorities

- **Myreside Management Ltd is regulated by the Scottish Government Property Factors (Scotland) Act 2011 with the registered number PF 000177.**
- **Myreside Management Ltd is registered with the Information Commissioner's Office Data Protection Registration. Certificate ZA171018.**
- **Myreside Management Ltd is regulated by the Financial Conduct Authority (FCA) as an Appointed Representative (AR) of Advisory Insurance Brokers Limited, to carry out property insurance business. FCA Reg. 588994**
- **Myreside Management Ltd have Professional Indemnity Insurance cover of £1.25 Million.**



Version
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