



**TOTAL PROPERTY**  
FACTORING & MANAGEMENT

## **FACTORING COVERAGE DOCUMENT**

**Total Property Factoring & Management Ltd**  
Company No: **SC875809**

### **1. Purpose of This Document**

This Factoring Coverage Document defines the **scope of services, responsibilities, inspection regimes, and exclusions** applicable to each managed building or block under the appointment of **Total Property Factoring & Management Ltd (TPFM)**.

This document must be read in conjunction with:

- Statement of Services
- Schedule of Charges
- Deed(s) of Appointment

Where a block-specific section below differs from the general position, the **block-specific wording prevails**.

### **2. General Scope of Responsibility (Applies to All Blocks)**

Unless expressly stated otherwise, TPFM's responsibilities are limited to **common parts only**, including where applicable:

- Structural elements (excluding private interiors)
- Roofs, gutters, downpipes
- External walls and finishes
- Common stairwells, halls, landings
- Common access doors and lighting
- Shared drainage beyond private connections

TPFM does **not** act as building owner, landlord, or insurer.

### **3. General Inspection & Maintenance Standards**

Unless otherwise stated in a block section:





- **Routine inspections:** Quarterly
- **Ad-hoc inspections:**
  - Following reported issues
  - Following severe weather
- **Emergency works authority:**
  - Up to **£500** without prior owner approval
- **Competitive quotations:**
  - Required for works over **£1,000**

#### **4. General Exclusions (Applies to All Blocks)**

Unless expressly agreed in writing, TPFM does **not**:

- Maintain private flats or commercial interiors
- Carry out intrusive or destructive surveys
- Guarantee contractor workmanship
- Undertake statutory inspections (e.g. fire risk, asbestos) unless instructed
- Rectify latent or historic defects pre-dating appointment

#### **5. BLOCK-SPECIFIC COVERAGE**

Each section below defines any **variations, risks, or clarifications** specific to that block.

##### **5.1 University Avenue – G12 8NN**

###### **Buildings:**

- 3 University Avenue
- 5 University Avenue
- 7 University Avenue





**Block Profile:**

Predominantly student accommodation including HMOs, with shared access and common stairwells.

**Coverage Notes:**

- Focus on stairwells, access doors, roofs, and rainwater goods
- Increased wear and tear anticipated due to occupancy profile
- Internal HMO compliance remains the responsibility of owners/landlords

**Inspection Regime:**

- Quarterly routine inspections

**5.2 Victoria Road – G42 7SA**

**Buildings:**

- 339 Victoria Road
- 341 Victoria Road
- 343 Victoria Road

**Block Profile:**

Mixed residential and commercial frontage.

**Coverage Notes:**

- Commercial units contribute to common parts only
- No management of commercial interiors or trading areas

**5.3 Bath Street – G2 4JW**

**Buildings:**

- 248–252 Bath Street (Newton Hotel)
- 254 Bath Street
- 256 Bath Street

**Block Profile:**

High-risk mixed-use block with hotel and leisure premises.





### **Coverage Notes:**

- Roofs, façades, shared drainage and access routes included
- Commercial occupiers responsible for internal compliance
- Interface risks between residential and commercial uses acknowledged

### **Inspection Regime:**

- Quarterly inspections
- Additional inspections following water ingress reports

## **5.4 Bath Street – G2 4HW**

### **Buildings:**

- 202 Bath Street

### **Block Profile:**

Fully commercial building with multiple units.

### **Coverage Notes:**

- Common structure and access only
- No operational or internal commercial management

## **5.5 Arlington Street – G3 6DT**

### **Buildings:**

- 27 Arlington Street
- 29 Arlington Street
- 31 Arlington Street

### **Block Profile:**

Residential with student occupancy and place of worship.

### **Coverage Notes:**

- Religious/commercial premises included for common parts cost share only
- No management of activities or internal spaces





## 5.6 Armadale Street / Onslow Drive

### Buildings:

- 191 Armadale Street / Onslow Drive, G31 2QE
- 104 Armadale Street, G31 2QD

### Block Profile:

Traditional residential tenement blocks.

### Coverage Notes:

- Standard residential coverage
- No special exclusions beyond general terms

## 5.7 Bank Street – G12 8NF

### Buildings:

- 59 Bank Street

### Block Profile:

Mixed tenure residential block.

### Coverage Notes:

- Standard common parts management
- Tenure status does not affect service provision

## 5.8 Berkeley Street – G3 7HY

### Buildings:

- 130 Berkeley Street

### Block Profile:

Residential block with social landlord involvement.

### Coverage Notes:

- Glasgow West Housing Association units treated as standard owners for common parts





- No enhanced obligations assumed

## 5.9 Holland Street – G2 4NB

### Buildings:

- 134 Holland Street

### Block Profile:

Small residential block with multiple levels.

### Coverage Notes:

- Ground and basement areas treated as common parts where title deeds require

## 5.10 Hope Street – G2

### Buildings:

- 154 Hope Street
- 158 Hope Street
- 160 Hope Street
- 166 Hope Street

### Block Profile:

Predominantly commercial with retail, hospitality, and gallery uses.

### Coverage Notes:

- Common structural elements only
- Commercial tenants responsible for internal compliance and fit-out

## 6. Review & Governance

- This document is reviewed **annually** or following material change
- Updates issued to owners where scope materially changes
- Maintained as a controlled document alongside the Property Register

