

Renting a garage

Paying Rent

Council garages are available to rent on a weekly basis beginning on a Monday.

The rent must be paid monthly by Direct Debit*. The money is taken out of your account on the 10th of each month or the first working day after.

Poole Housing Partnership's Rent Team will send you the details of the amount to be deducted from your bank account as soon as the Direct Debit has been set-up.

* If you do not have a bank account suitable for Direct Debit payments, the Rent Team will be able to advise you.

Repair & Maintenance Conditions

You shall:

- Keep the garage in good condition.
- Keep the drains, gutters and external pipes in good repair.
- Promptly report any damage that is the responsibility of Poole Housing Partnership Ltd. If you do not report this, you will be responsible for any further damage that is caused as a result.
- Where damage has been deliberately caused by a third party, you must report the damage to the Police and provide PHP with a crime reference number from the Police.
- Allow PHP's workmen to enter the garage at all reasonable hours to view, inspect and repair it.
- Be responsible for any repairs that are needed, due to damage caused by yourselves or someone carrying out works for you.
- Carry out any repairs that PHP consider to be your responsibility. PHP will give you written notice of such repairs and you will have one month to carry them out. If the repairs are not done, you must then allow PHP to carry out the repairs. You will be recharged by PHP for the work done. If you do not pay the charge, PHP will take legal action to recover the cost.

Poole Housing Partnership shall:

- Keep the roof, foundations, main walls, main timbers and outside paintwork of the garage in good repair.



Termination of Garage Agreement

The agreement may be ended by either you or PHP, by giving at least one week's **written** notice.

All agreements end at 10:00am on a Monday morning

To end the agreement you must complete a *Termination Form*. You can get this from the PHP reception or by phoning the Helpdesk on freephone 0800 652 3900.

At the end of the notice period, you must return all keys to PHP. If you do not return the keys by 10:00am on the termination date, you will be recharged for the cost of replacing the lock and further rent will be payable.

At the end of the agreement period, you must leave the garage in a condition suitable for re-letting. If you do not do this, PHP will charge you for the cost of any work required, as well as for the rent lost while the work is carried out.

If you leave any personal property in the garage after the termination date, PHP will dispose of it and recharge the cost to you.

Conditions of Garage Use

You shall **not**:

- Do or permit others to do anything in or on the garage that may cause nuisance, danger or disturbance to PHP, the Council, or any owners of neighbouring properties
- Use the garage for any purpose other than the storing of your motor vehicle(s)
- Sub-let or transfer the garage to another person without the **written** consent of your Housing Officer
- Store or use in the garage any explosive or inflammable substance, other than any fuel in the tanks of your private motor vehicle(s)
- Use the premises for any commercial purpose
- Make any structural alterations or additions to the garage
- Obstruct use and access of any adjoining garages or properties in the area

Any breach of these conditions will result in your agreement being terminated.

PHP reserves the right to alter these conditions at any time by giving at least one week's notice in writing to you.

Garage Licence Conditions

Having read the garage licence conditions, I accept garage/store

from week commencing

at a weekly rent of

£

payable monthly by direct debit.

BLANKS TO BE COMPLETED BY A PHP OFFICER ONCE YOU HAVE BEEN ALLOCATED A GARAGE

We will write to you and tell you what the monthly amount is, at least 10 days before the first payment is taken from your account.

I agree that in the event of the rent being increased, I will pay the new rent on demand by Direct Debit.

Tenant(s) Full Name(s):

Tenant(s) Address:

Signature:

Date:

Signature of PHP Officer:

Print name of PHP Officer:

Please tick, as appropriate:

Council Tenant

Council Leaseholder

Private Resident



Poole Housing Partnership Ltd

Please fill in boxes 1 to 8 and send this form to:

Poole Housing Partnership Ltd
Beech House
28-30 Wimborne Road
POOLE
BH15 2BU



1 Name and full postal address of your bank or building society

To the Manager
.....
.....
.....

2 Name(s) of Account Holder(s)

.....
.....

3 Bank/Building Society Account Number

.....

4 Branch Sort Code

..... - -

5 Reference Number

.....

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Originator's Identification Number

9 3 0 2 7 1

6 Direct Debits are made monthly, either on the 1st or 10th, or the nearest working day thereafter. Please tick to indicate which payment date you prefer:

- 1st of the month
- 10th of the month

FOR POOLE HOUSING PARTNERSHIP OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society

7 Property Address

.....
.....

Instruction to your Bank or Building Society

Please pay Poole Housing Partnership Direct Debits from the account detailed in this instruction subject to the safeguards, assured by the Direct Debit Guarantee.

I understand that this instruction may remain with Poole Housing Partnership and if so, details will be passed electronically to my Bank or Building Society.

8 Signature(s)
Signature(s)
Date

Banks and Building Societies may not accept Direct Debit instructions for some types of account

This guarantee should be detached and retained by the Payer

The Direct Debit Guarantee



- This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society
- If the amounts to be paid or the payment dates change, Poole Housing Partnership will notify you 10 working days in advance of your account being debited or as otherwise agreed
- If an error is made by Poole Housing Partnership or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of the letter to Poole Housing Partnership