

4. The garage can only be used for storing a motor vehicle and cannot be used for residential, industrial or other purposes. Repairs can only be carried out in the garage, or its forecourt, on vehicles belonging to the tenant's family. Repair work must not obstruct or cause a nuisance to other site users.
5. Any damage to the garage (or block) must be reported in writing immediately by the tenant, whatever the cause. The garage and its surrounds must be kept clean and tidy at all times. The tenant is liable for any act, or failure to act, which causes loss or damage to the garage. The tenant is responsible for the keys and the security of the garage. Agents or employees of the Council must be allowed to enter, at any reasonable time, to inspect the state of repair and cleanliness of the garage. Oil must not be poured into gullies or drains. The tenant will repay the Council the cost of making good any loss or damage.
6. Petrol containers, petrol (other than in the car's fuel tank), petroleum mixtures and other inflammable substances must not be stored in the garage at any time. The tenant must take all reasonable care to prevent the risk of fire.
7. The tenant must not do anything that causes, or could cause, an obstruction, nuisance or annoyance to the Council or local residents.
8. The Council does not accept any liability for the loss of, or damage to any vehicle, accessory or other property or injury to persons.



9. The tenant must not assign, sub-let or give the garage (or any part of it) to any other person without written approval from the Council. Unauthorised subletting could lead to a Notice to Quit being served. In this event the tenant will never be allowed another garage tenancy.
10. In accepting a garage tenancy, the tenant is bound by the Council's Garage Tenancy Conditions. The garage must be left empty and clean at the end of the tenancy. The tenant must pay any costs incurred if the Council has to empty the garage. The Council may dispose of any property left in the garage, at any time after termination of the tenancy, with no liability to the tenant.

Please phone 01992 564292 if you would like this information provided in any other way, as a large print version for example.

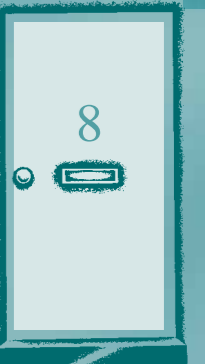
The information given in this leaflet was correct at January 2009. Please be aware that there may have been changes since that time, such as new laws or council policies.

Epping Forest District Council
Housing Directorate, Civic Offices, High Street, Epping, Essex CM16 4BZ
Telephone: Epping (01992) 564000 www.eppingforestdc.gov.uk/housing

February 2009



Renting a garage



Tenants Handbook
HOUSING DIRECTORATE

How to get a garage

Epping Forest District Council lets garages at reasonable rents throughout the district. They are usually very popular and there are long waiting lists for some blocks. To apply for a garage, contact the Housing Options Section, Housing Directorate, at the Civic Offices in Epping.

Garages are let only for parking private vehicles. Any other use is against the tenancy and planning regulations and would result in repossession. You will need to prove that you own a car before a garage is allocated.

Priority is given to people who have no garage, but you can still apply if you already have one and need another.

We will not accept a garage application from:

- A tenant with rent arrears for a Council property or garage
- Anyone who owes money from a former tenancy of a Council property or garage
- Anyone who has had a Council garage repossessed in the last three years (whether rented direct from the council or as an unauthorised sublet)
- Anyone giving false information when applying for a garage

Garage repairs

Problems with your garage or repair requests should be reported to the Housing Repairs Section.

If the problem is serious, and prevents you from using the garage, then bring your keys to one of the Housing Offices. A repairs officer will inspect the garage. Your tenancy will be temporarily suspended if the officer decides that your garage is unusable. You will not pay rent until the garage is repaired or you have been allocated another one, but you must not use the garage at all during this time.

As a tenant you are responsible for the maintenance and replacement of padlocks on the garage doors.

If the person using the garage causes any damage the tenant will be recharged.

How to pay your garage rent

Every tenant in council housing will receive a swipe card to pay their rent and another separate payment card if they also rent a garage. If you only rent a garage you will receive a swipe card to pay your garage rent. This card should last at least five years. You will not receive a new card each year.

Direct Debit is the most convenient method of paying your rent each month. It can be a cheaper way to pay - and Direct Debit saves the Council money, which we can spend on your services. We are offering three payment dates for direct debit, 18th, 25th or 28th of each month to suit your needs. If you wish to pay by this method contact the Housing Resources Section within the Housing Directorate. You can also pay by Standing Order, or by cash, cheque or debit card fortnightly at one of the Council's cash desks. Cheques should be made payable to Epping Forest District Council. A charge will be made for any "bounced" (dishonoured) cheques. Please do not send cash by post.

You can pay at any Post Office with your swipe card. Cheques and debit cards are acceptable. You can also use your swipe card to pay by cash at any payment outlet. A list of outlets is given to you with your payment card.

If you prefer you can pay by text. You will need to register your details online at www.allpayments.net. You will need your allpay card, email address, mobile phone number and debit card. You can also pay your rent with your debit card (not credit card), using the Council's automated 24-hour telephone payment line (01992) 564600.

VAT must be charged to garage users who are not council tenants.



Vacating your garage

You must write to Housing Directorate giving one week's notice of the date you intend to vacate your garage, and you must return the correct keys. Failure to do so will lead to additional charges on your rent. The Council will also charge you for the cost of clearing the garage if you do not leave it completely empty.

Keys can be handed in at the Civic Offices in Epping, the Broadway office in Loughton, the Limes Farm sub-office at 661a Copperfield, Chigwell, or at the Information Desk, Waltham Abbey Town Hall. Please make sure that you pay any outstanding rent when returning your keys.



Garage Tenancy Conditions

1. The rent, inclusive of rates and water rates, must be paid fortnightly in advance. Garage tenancies are weekly. In the event of any rent arrears the Council may terminate the tenancy.
2. To end the tenancy, a minimum of one week's notice must be given by the tenant or the Council, in writing. A notice week must end on a Monday. The tenant is required to give the garage keys to the Housing Directorate at the end of the notice period. The garage must be in such condition that it may be relet immediately to the next person on the Garage Waiting List. The Council will continue to charge rent if the keys are not returned by the last day of the notice period.
3. The tenant must make sure we are updated on any details that relate to a garage tenancy, for example any change of address, or a name change. Failure will result in the tenancy being ended.