

EastendHomes

MISCELLANEOUS LETS POLICY

1. STATEMENT OF INTENT

- 1.1 Miscellaneous lets include garages, storerooms, parking spaces and other miscellaneous non-residential property.
- 1.2 EastendHomes will ensure that miscellaneous lets are allocated in a fair and timely manner, so as to make best use of its assets and provide additional facilities for residents.
- 1.3 Priority for renting miscellaneous lets will be given to residents of the estate in which they are situated.
- 1.4 Where any member of a household already rents a facility, EastendHomes will give priority to waiting list applicants to whom a let has not already been made.
- 1.5 Where lets are made to non-EastendHomes residents due to lack of demand, EastendHomes will terminate arrangements with non-residents on a 'last in, first out' basis where resident demand increases.
- 1.6 Where a household rents a number of facilities and a waiting list exists of other residents requesting a facility, to whom a let has not already been made, EastendHomes may repossess facilities.

2. GARAGES

- 2.1 Garages that form an integral part of an individual dwelling will be let as part of the tenancy.
- 2.2 Garages on EastendHomes land that are separate from individual dwellings will be let on weekly agreements.
- 2.3 EastendHomes will maintain a separate garage waiting list for each of its estates.
- 2.4 Garage waiting lists will have 6 priority bands:
 - Priority 1: Disabled residents of the estate in which the garage is situated*
 - Priority 2: Residents aged 65 and over of the estate in which the garage is situated*
 - Priority 3: Other residents of the estate in which the garage is situated*
 - Priority 4: Other EastendHomes residents*
 - Priority 5: Borough residents from outside the estate*
 - Priority 6: Other applicants*

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- 2.5 Garage lettings will be offered to the earliest dated request in the highest priority group. The highest group is *Priority 1* and the lowest group is *Priority 6*. If nobody in the highest priority group accepts the garage, it will then be offered to next highest priority group in the earliest date order and so on.
- 2.6 If an offer is not responded to within 10 working days the offer will be withdrawn and the person removed from the garage waiting list. The person can immediately reapply to be put on the list if they wish.
- 2.7 If an offer is refused the person will normally be removed from the list. The person can immediately reapply to be put on the list if they wish.
- 2.8 Anyone in *Priority 1* refusing an offer because the garage is too far from their home will not be removed from the list but will be offered the next available garage.
- 2.9 No tenant or leaseholder who has an outstanding debt with EastendHomes will be offered a garage. The debt owed by the head tenant will not be considered relating to lets for sub-tenants and family members.
- 2.10 A Notice to Quit will be served on any garage let, where a tenant has rent arrears of 4 or more weeks. Action will be taken to repossess the garage.
- 2.11 Anyone who has had action taken by EastendHomes to repossess a garage will normally only be eligible to go on the waiting list, when they have reimbursed EastendHomes costs incurred for the previous repossession action. Costs may include gaining access, lock changing and other associated costs.
- 2.12 The garage waiting list will be reviewed on a regular basis to ensure that residents' needs are given top priority.

3. STORESHEDS

- 3.1 Storesheds forming an integral part of an individual dwelling will be let as part of the tenancy.
- 3.2 Storesheds on EastendHomes land that are separate from individual dwellings will be let on weekly agreements.
- 3.3 EastendHomes will maintain a separate storeshed waiting list for each of its estates.
- 3.4 Storeshed waiting lists will have 5 priority bands:
 - Priority 1: Residents aged 65 and over of the estate in which the storeshed is situated*
 - Priority 2: Other residents of the estate in which the store shed is situated*
 - Priority 3: Other EastendHomes residents*
 - Priority 4: Borough residents from outside the estate*
 - Priority 5: Other applicants*

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- 3.5 Storshed lettings will be offered to the earliest dated request in the highest priority group. The highest group is *Priority 1* and the lowest group is *Priority 5*. If nobody in the highest priority group accepts the storshed, it will then be offered to next highest priority group in the earliest date order and so on.
- 3.6 If an offer is not responded to within 10 working days the offer will be withdrawn and the person removed from the shed waiting list. The person can immediately reapply to be put on the list if they wish.
- 3.7 If an offer is refused the person will normally be removed from the list. The person can immediately reapply to be put on the list if they wish.
- 3.8 No tenant or leaseholder who has an outstanding debt with EastendHomes will be offered a garage. The debt owed by the head tenant will not be considered relating to lets for sub-tenants and family members.
- 3.9 A Notice to Quit will be served on any storshed let, where a tenant has rent arrears of 4 or more weeks. Action will be taken to repossess the storshed.
- 3.10 Anyone who has had action taken by EastendHomes to repossess a storshed will normally only be eligible to go on the waiting list, when they have reimbursed EastendHomes costs incurred for the previous repossession action. Costs may include gaining access, lock changing and other associated costs.
- 3.11 The storshed waiting list will be reviewed on a regular basis.

4 PARKING SPACES

- 4.1 Parking spaces within the boundary of an individual dwelling, such as in curtilage spaces, will form part of the tenancy.
- 4.2 Parking spaces on EastendHomes land that are separate from individual dwellings will be let on weekly agreements.
- 4.3 EastendHomes will maintain a separate parking space waiting list for each of its estates.
- 4.4 If a resident is a blue badge holder they will be eligible for a free allocated parking space and will be given priority allocation. Where there is a named non-resident carer who is receiving a carers allowance for that resident the allocated parking will be let to them free of charge. The no charge arrangement will only apply to the first let.
- 4.5 Parking space waiting lists will have 6 priority bands:
Priority 1: Disabled residents of the estate in which the parking space is situated
Priority 2: Residents aged 65 and over of the estate in which the parking space is situated

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Priority 3: Other residents of the estate in which the parking space is situated
Priority 4: Other EastendHomes residents
Priority 5: Borough residents from outside the estate
Priority 6: Other applicants

- 4.6 Parking space lettings will be offered to the earliest dated request in the highest priority group. The highest group is *Priority 1* and the lowest group is *Priority 6*. If no-one in the highest priority group does not accept the parking space, it will then be offered to next highest priority group in the earliest date order and so on.
- 4.7 If an offer is not responded to within 10 working days the offer will be withdrawn and the person removed from the parking space waiting list. The person can immediately reapply to be put on the list if they wish.
- 4.8 If an offer is refused the person will normally be removed from the list. The person can immediately reapply to be put on the list if they wish.
- 4.9 No tenant or leaseholder who has an outstanding debt with EastendHomes will be offered a parking space. The debt owed by the head tenant will not be considered relating to lets for sub-tenants and family members.
- 4.10 A Notice to Quit will be served on any parking space let, where a tenant has rent arrears of 4 or more weeks. Action will be taken to repossess the parking space.
- 4.11 Vehicles parked in a space must display a valid permit for that space and a valid tax disc.
- 4.12 Failure to display a valid permit for the space or valid tax disc may result in a parking ticket, clamping or removal.
- 4.13 Parking permits will only be issued on production of current MOT and registration documents and on appropriate payment. Charging arrangements for the space will be in accordance with registration documents, for example, where a vehicle is registered out of the borough, it will be charged as a non-resident.
- 4.14 Permits will be issued for 12-month renewable periods; anyone moving away from the estate must surrender their parking permit. Where a permit is revoked during its annual term its validity will be terminated and enforcement action may be progressed even if the permit is displayed.
- 4.15 Wherever possible EastendHomes will include provision for visitor and contractor parking within estate parking arrangements and charges may apply.
- 4.16 The parking space waiting list will be reviewed regularly.

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