

Garage Tenancy Handbook



St Albans
City & District Council

Tenancy Information

Your Responsibilities

- Replace keys or locks to garages when the keys are lost or broken. St Albans District Council do not keep spare keys.
- Repair any damage caused by you, a member of your family or a visitor to your garage
- Insurance of any contents in the garage – we will not be held liable for loss, damage, theft of items
- Please notes that if you rent a garage it **MUST** only be used for a vehicle and **NOT** for Storage. Using for storage would put you in contravention of your tenancy agreement.



What Should I Do If I Need To Report A Repair?

SADC cannot raise or schedule repairs, therefore **you** must contact Morgan Sindall directly who will make the necessary arrangements with you via the channels available to you as below;

MyStalbans Account: Report A Repair Button

Email: stalbandsrepairs@morgansindall.com

Telephone: 01727 819256 – Option 3 then 1 to raise a New Repair

Rent

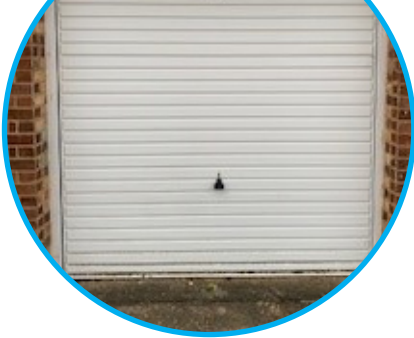
- The Tenancy commences as of a Monday with keys collected from the Council Offices. Council Tenants and Leaseholders pay a weekly rental of **£14.82** and Private Tenants **£17.78** per week.
- Rent is paid a month in advance.
- Rent is paid by Direct Debit Mandate as per all tenancy types.
- Should the rent fall into arrears they will proceed through the Garage Arrears procedure at risk of the Garage being repossessed for arrears, the garage would only be re-let if all arrears are cleared.
- You can set up your Direct Debit at the commencement of your Tenancy, however if you have already set up your Tenancy and need to replace your existing Direct Debit you can do this via your MyStalbans accounts alternatively call **01727 866100** and choose Housing Income and our colleagues will be able to assist.



General

- Your garage is for your vehicle or motorbike **ONLY** and **NOT** for storage.
- Business use is **NOT** permitted under any circumstances.
- If a problem is caused by vandalism or a break in, you **MUST** report it to the Police in the first instance to get a Crime Reference Number, otherwise you maybe charged for any subsequent repairs. Then contact Morgan Sindall for any repairs/make safe as required. Also please make SADC aware.
- If you cause any damage, even accidentally, we expect you to notify us and have it repaired at your expense.
- Do not run the engine of the motor while it is in the garage so far as is necessary for entering and leaving and do not permit to be done on the premises and/or forecourt which could cause nuisance or discomfort/annoyance to the neighbours or the landlord
- Keep **ALL** gullies, wastes and drains (if any) clean
- You are responsible to insure your vehicle and any minimal contents stored within the garage. The Council accepts no responsibility for the contents left within the garage, nor should a garage be left insecure.
- Do not store more than 2 gallons of petrol (apart from that in the car) or five gallons of lubricating oil (apart from that which maybe in a car) within the garage, ensure to take all precautions to prevent any misuse of both whilst on the premises
- Not to assign or sublet the garage.
- Not to make any structural alterations or additions to the garage.
- Do not install any advertisements/name plates onto the garage of any description.
- Ensure any rubbish is disposed off and not left on the premises.

End of Tenancy

- Should you wish to end your Tenancy you will need to complete a Termination Form, this can be found on your **MyStalbans** Account or our Website.
 - The notice period is **4 weeks'** notice commencing from the Monday after the form is received by the Council Offices.
 - It is your responsibility as the tenant to ensure the termination form is received in timely fashion, the Tenancy End Dates are always a Sunday.
 - Keys do not have to be returned to the Council Offices these can be disposed of as the Garage locks will be changed upon the termination of the Tenancy.
 - You will be subject to a charge for the clearance of any items left in the garage which will be removed by a Council designated contractor in accordance with your Tenancy Agreement.
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Notes:

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Housing Department

St Albans City and District Council
St Peter's Street
St Albans
AL1 3JE

Telephone: 01727 819480

Email: Garages@stalbans.gov.uk

If you need this information in an alternative format, such as Braille or in another language, please call **01727 819494**



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April 2025
www.stalbans.gov.uk