

Draft

Tenancy Agreement - Secure tenant

This tenancy agreement is a legal contract. It describes the rights and responsibilities of Harrow Council and of you, the tenant. This agreement has the following sections:

1. Your Tenancy Agreement
2. Rent and other charges
3. Use of your home & communal areas
4. Repairs and Improvements
5. Tenant Involvement
6. Ending your tenancy

The Tenants' Handbook, which is given to you with a copy of this Agreement, will help you to understand this Agreement. Please read these documents carefully and keep them to refer to in future.

1. YOUR TENANCY AGREEMENT

- 1.1** This agreement makes you a secure tenant of Harrow Council, London.
- 1.2** This is a weekly secure tenancy.
- 1.3** The Housing Act 1985 is the Act of Parliament, which establishes the basis of this Agreement. This means that the Council can only gain possession of your home under the grounds specified in the Act.
- 1.4** As a tenant you have to abide by the terms of this secure Tenancy Agreement. This applies to all joint tenants jointly and severally. That means each joint tenant has full responsibility to comply with the terms of this agreement and the terms "tenant" refers to you individually as well as jointly.
- 1.5** As a secure tenant you can keep your home as long as you want it unless there is a legal reason why the council wants to take it back. A court has to agree with the council's request to evict you or to move you to another home. This could be for one of the following reasons:
 - (a) You breach of any of your obligations in this Tenancy Agreement.

- (b) The accommodation was provided to you as a result of false information knowingly or recklessly given to us by you or someone acting on your behalf.
- (c) You assigned your tenancy to another tenant or a member of your family in exchange, and a money payment was made in connection with the exchange.
- (d) The accommodation was given to you while works were being carried out to your usual home, and the work has been completed.
- (e) We need vacant possession of your home to carry out repairs to it or for complete redevelopment, which cannot reasonably be carried out if you do not move or because it has to be demolished. You will be offered a suitable alternative home. You will usually get compensation or help with moving costs (or both) depending on your circumstances. Your move could be permanent or temporary.
- (f) Your home has been specifically designed or adapted for the physically disabled or provided to meet other special needs, and the people living there no longer need these adaptations, and we need the property for a household with those physical disabilities or special needs.
- (g) You succeeded to the tenancy and you are under occupying the premises. This does not apply if you are the former tenant's husband or wife.
- (h) Your home is overcrowded to such an extent that you are guilty of an offence.
- (i) We have any other grounds for possession under Schedule 2 of the Housing Act 1985 Parts I, II and III.

2. Rent and Other Charges

- 2.1** You must pay your rent and it must be paid on time. Your rent is due every week but you can pay in advance every two weeks or every calendar month if you prefer. If you do not pay your rent the council can go to court to get permission to evict you from your home.
- 2.2** If you are joint tenants you are each responsible for all of the rent and for any rent arrears. We can recover all rent arrears owed for your home from any individual joint tenant, whether they are living at the property or not.

- 2.3** Your rent may be changed from time to time. This will usually happen once a year. You will be told in writing at least four weeks before any increase in your rent.
- 2.4** You must repay any money you owe us from a previous tenancy, such as rent arrears or the cost of repairing deliberate damage. If you do not keep to an agreed repayment plan, we can go to court to get permission to evict you from your home.
- 2.5** We have the right to charge you for any new service we provide for your home. The cost will be charged along with your rent. We will tell you in writing, at least four weeks before we do this.
- 2.6** Some tenants pay for extra services in addition to their rent. Your housing officer will tell you when you sign for your tenancy if you are one of these tenants.

3. Your home and communal areas

You should be able to enjoy your home in peace and we will help you if you cannot enjoy your home because of problems caused by other people. In return we expect you to allow other people to enjoy their home.

Occupation - Your Responsibilities

- 3.1 You must** use your council property as your only or principal home.
- 3.2 You must** tell your housing officer in writing if you will be away from home for more than a month. (This is so we know you haven't abandoned your home). If you don't use your property as your only or principal home, or if you don't tell us when you'll be away for more than a month, we may take action to end your tenancy.
- 3.3 You must** not allow your home to become statutorily overcrowded.
- 3.4 You must** not assign your tenancy other than to complete a Mutual Exchange with another secure tenant or assured tenants of a registered housing association or housing trust which is a charity.
- 3.5 You must** obtain our written consent before you do a Mutual Exchange. If we have to withhold consent we will serve a notice on you within forty-two days of the date of your application for consent, specifying the reasons for the refusal. If you do exchange without our written agreement we will

take legal action to evict you. You will not be able to return to your original home and will not be offered alternative housing.

Lodgers - Your Rights and Responsibilities

- 3.6** You have the right to take in lodgers. A lodger is someone who lives with you, but wasn't part of your household when you first moved in. They don't have exclusive right to any one part of your home, and will get some sort of service from you such as cooking or cleaning.
- 3.7** You must tell us in writing if you are taking in a lodger

Sub-tenants - Your rights and responsibilities

- 3.8** You have the right to sub-let. Sub-letting means that someone who lives with you, but wasn't part of your household when you first moved in, pays you rent to have an exclusive right to part of your home. They will usually do their own cooking and cleaning. **You cannot sub-let the whole of the property and if you do you will lose your security of tenure.**
- 3.9** You must obtain our permission in writing before you sub-let part of your home.

Conduct - Your Responsibilities

- 3.10** You are responsible for the behaviour of every person (including children) living in or visiting your home. You are responsible in your home, on surrounding land, in communal areas (stairs, lifts, landings, entrance halls, paving, shared gardens, parking areas) and in the locality around your home.
- 3.11** You must not do or allow anything to be done which is illegal, or which is a nuisance or annoyance to your neighbours or people living in the immediate vicinity of your home, street or estate. This includes people using local facilities, shops, footpaths, amenity areas, and children on their way to school and elderly people using day care or sheltered housing facilities. This is not an exhaustive list.
- 3.12** You or anyone living with you, or visiting your home, must not harass any other person. This includes your neighbours or people living in the

immediate vicinity of your home, street or estate. This includes people using local facilities, shops, footpaths, amenity areas, and children on their way to school and elderly people using day care or sheltered housing facilities. This is not an exhaustive list.

Examples of harassment include:

- racist behaviour or language
- using or threatening to use violence
- using abusive or insulting words or behaviour
- damaging or threatening to damage another person's home or possessions
- writing threatening, abusive or insulting graffiti
- doing anything that interferes with the peace, comfort or convenience of others.

3.13 You or anyone living with you, or visiting your home, must not make false or malicious complaints about the behaviour of any other person.

3.14 You or anyone living with you, or visiting your home must not break any of the council's byelaws. You can ask to see the byelaws at a public library in Harrow.

3.15 You must not inflict domestic violence, threaten violence or use mental, emotional or sexual abuse against your partner, ex-partner or another member of your family or household.

3.16 You must ensure that you, or anyone living with you, or visiting your home, does not subject our employees or representatives or anyone acting on our behalf to any physical or verbal abuse, harassment or racial harassment. This includes acts, which are likely to insult, intimidate, and cause alarm or distress.

Pets - Your Responsibilities

3.17 You, or anyone living with you, must not keep a dog, even on a temporary basis, if you live in a flat or maisonette, unless it is a guide dog for a visually impaired person or a hearing dog. People whose tenancy began before 1 April 1992 can keep their existing dog or dogs but cannot get another one.

- 3.18** You, or anyone living with you, must ensure that any animals you keep are under proper control at all times and do not cause a nuisance, alarm or distress to any person.
- 3.19** You or anyone living with you may keep a small caged bird or fish in a small aquarium but you may not keep any other type of bird or animal on the property without first obtaining the our written permission. If you are in any doubt at all phone your Housing Officer. The proceeding part of this clause is effective from 1 January 2006. Your pet or pets must not annoy or frighten other people.
- 3.20** If you live in sheltered accommodation you, or anyone living with you may keep a small caged bird or fish in a small aquarium but you must not keep, even on a temporary basis, any other type of bird or animal

Businesses and Advertising - Your Responsibilities

- 3.21** You, or anyone living with you, must not run a business from your home without our written agreement. We will not normally refuse permission if the business takes place inside your home, is legal and is incidental to your occupation of the property as your only or principal home. We will refuse permission if we consider the business would cause a nuisance or might damage the property. You must also obtain any other necessary consent such as planning permission.
- 3.22** You, or anyone living with you, must not exhibit commercial advertising material in, on or about the premises without our written permission.

Parking and Vehicles - Your Responsibilities

- 3.23** You, or anyone living with you, or visiting your home, must not park a private motor vehicle, caravan or boat on your property except on a 'hard standing' constructed of tarmac, concrete, paving slabs or gravel. You must have access to the hard standing via a dropped kerb. If you wish to construct a hard standing you must get our written permission.
- 3.24** You or anyone living with you, or visiting your home must not park anywhere that would obstruct emergency services.
- 3.25** You or anyone living with you, or visiting your home must not carry out commercial car repairs on the land included with you home or any communal area managed by Housing Services.
- 3.26** You, or anyone living with you, or visiting your home, must not park vehicles that are not road worthy (untaxed, without an MOT or dangerous) on the

land included with your home or any communal area managed by Housing Services.

- 3.27** You, or anyone living with you, or visiting your home, must obey any parking restrictions in force on housing land
- 3.28** You, or anyone living with you, or visiting your home, must not park any vehicle requiring an operators licence on or adjacent to the premises or on any communal part of the estate.

Improvements and Alterations - Your Responsibilities

- 3.29** You must obtain our written consent before making any alterations or improvements to your home. This includes the erection of any wireless or television aerial (terrestrial or satellite). We will not unreasonably withhold this consent.
- 3.30** You, or anyone living with you, must not put up structures such as extensions, porches sheds, garages or other buildings anywhere on your property without our agreement in writing and without first obtaining any other necessary permission e.g. planning approval.

Gardens - Your Responsibilities

- 3.31** You must make sure your garden is tidy. Lawns must be cut and hedges trimmed. If the garden is overgrown we can clear it and charge you for the work or take legal action against you to force you to do it. We might be able to help you if you are elderly or disabled — phone your housing officer for more information. We may release elderly or disabled tenants from these conditions and have the work carried out at our expense.
- 3.32** You or anyone living with you, or visiting your home **must not** keep or use bottled gas, paraffin, petrol or any other dangerous material in your home, garden or in communal areas. If you require oxygen bottles for medical reasons you should advise us in writing.

Communal areas - Your Responsibilities

- 3.33** If you live in a flat or maisonette, you must keep all communal areas in the building free from obstruction. This means you, or anyone living with you, or visiting your home, must not keep motorbikes, scooters, bicycles, pushchairs, prams or any other personal belongings in the communal area unless it is specifically designated for that purpose.

- 3.34** If you live in a flat or maisonette you must share with other tenants and leaseholders the cleaning of internal entrance lobbies, staircases, landings and passages. Elderly and disabled tenants may be released from this responsibility.
- 3.35** You or anyone living with you, or visiting your home must not interfere with security and safety equipment in communal blocks — doors should not be jammed open and strangers should not be let in without identification.
- 3.36** You or anyone living with you, or visiting your home must not damage, deface, dump rubbish or put graffiti on council property. If you do so you will have to pay for any repair, removal or replacement and will face legal action.

Use of your Home and Communal Areas - Our Responsibilities

- 3.37** We must give you, and anyone living with you, help and advice if you report anti-social behaviour or another breach of the tenancy agreement. We will investigate your complaints, keep you informed and take appropriate action to tackle the problem.

Right to Buy - Your Rights

- 3.38** You have the Right to Buy your home provided you meet certain criteria. Your Tenants handbook gives more details.

4. Repairs & Improvements

Our Responsibilities

- 4.1** We must maintain and repair the structure, common parts and exterior of the building, including drains, gutters and external pipes.
- 4.2** We must maintain and repair installations for supplying water, gas, electricity and sanitation from the meter or stopcock throughout the building but not the meter and the mains supply to it. This includes basins, sinks, toilets & baths. It does not include other fixtures and fittings or your own appliances that use the water, gas or electricity supplies.
- 4.3** We must maintain and repair installations for supplying heat and hot water (unless you install your own heating system)

- 4.4 We must maintain and repair the common parts of the building - stairs, door entry systems, lighting, lifts, rubbish chutes and other communal facilities - where these are provided.
- 4.5 We reserve the right to charge you for any repairs to the premises and communal amenities caused by the willful damage or neglect of you or anyone living with you, or visiting your home.

Your Rights

- 4.6 You have the right to get repairs done on time. In some cases you have a legal 'right to repair' — you may be able to get compensation if certain repairs are not done on time.
- 4.7 You have the right to make or put in your own improvements such as central heating, a shower or a gas fire but you must get our agreement in writing before doing any work like this. We will not refuse permission unless there is a good reason. Please note you may also need planning and building regulation approval. If you make an improvement or alteration to your home without our written agreement we may tell you to return the property to how it was before. If you don't, we will do the work and make you pay for it. You may face possession proceedings.

Your Responsibilities

- 4.8 You must report any faults or damage immediately on number XXXXX
- 4.9 You must keep your property in good condition, reasonably clean and free of obstacles to reduce the risk of fire and allow us to get in to do repairs or make improvements. You must use the fixtures responsibly.
- 4.10 You or anyone living with you, or visiting your home must use the premises and the fixtures and fittings in a proper and caring manner. You must not commit, or allow to be committed any acts of wilful damage, graffiti or other acts of defacement to the premises and estate.
- 4.11 You must pay for repair or replacement if you (or anyone living with you or visiting your home) cause damage deliberately. You must also pay for repair or replacement if damage is caused by your neglect.
- 4.12 You, or anyone living with you or visiting your home, **must not** tamper with gas or electricity supplies, or with the meters.
- 4.13 You must allow our employees or representatives, on production of their formal identification, to enter your home to inspect and carry out repairs and improvements. If you do not let us in we will take legal action to enter your

home to carry out the work. If we have to do this you will have to pay the costs. In emergencies we will need to get in immediately to prevent risk, personal injury or damage to property. If necessary we will do this without prior notice to you.

- 4.14 You are responsible for decorating inside your home. We **might** be able to help if you are elderly or disabled – see your Tenants Handbook for more information
- 4.15 You are responsible for repairing and maintaining your own equipment such as cookers or washing machines and any improvement you have put in yourself

5. Tenant Consultation

Our Responsibilities

- 5.1 The terms of this Secure Tenancy may only be changed by:
 - a) agreement between us as landlord and you as the Secure Tenant

OR

 - b) The service on you by us of a " Notice of Variation " giving at least four weeks notice of the proposed changes. Before this Notice can be served, you must be consulted in writing by us concerning the proposed changes, be given the opportunity to comment on them by a specified date and we must consider any comments made by secure tenants by the specified date.
 - c) Rent charges or charges for services or facilities provided by us as Landlord can be changed without consultation but we must give you at least four weeks notice of the proposed changes.
- 5.2 We must ask your views about any of the housing plans if they substantially affect you — for example we will consult you about modernisation or improvement work planned for your home or your area. We will involve you or your tenants' group in local housing issues.
- 5.3 We are required to serve any Notice, including a Notice of Variation of rent, a Notice of Variation to the terms of the Tenancy Agreement or a Notice Seeking Possession, by delivering the Notice, by hand, to your last known residence in the United Kingdom, or by sending it by post, or by Recorded Delivery or Registered Post to your last known place of residence.

5.4 Any notice given by us in connection with your tenancy will be treated as served if it is delivered by hand or sent by post to you at the property, which is the subject of this agreement.

Your Rights

5.5 **You have the right** to see information we have about you, your partner or your family. (In certain circumstances you will not be able to see everything—for example details about other tenants). You can get copies of the information but you may have to pay.

5.6 **You have the right** to start or join a local tenants' group. Telephone **XXXXX** for information about groups in your area or about how to start one.

6. Leaving your Home & Ending your Tenancy

Your Responsibilities

6.1 **You must** tell us in writing at least four weeks before you want to end your tenancy. This four-week 'notice' time must end on a Monday and you must return your keys to the housing office before noon on the day you leave. You will be charged rent for the four weeks notice period, subject to any Housing Benefit you may be entitled to. If you do not give us four weeks notice we will charge you rent equivalent to the required notice period.

6.2 **You must** leave the property and anything else we provided in good condition when you go. Do not leave any of your belongings behind—we will dispose of them and recharge you.

6.3 **You must** pay for repair or replacement if damage has been caused deliberately or by your own neglect. You will not have to pay for normal wear and tear.

6.4 **You must** not leave anybody else living in your home when you move out. You cannot pass on your tenancy to anyone else.

Our Responsibilities

6.5 If you are **joint tenants** any one of you can end the tenancy by giving us four weeks' notice. If you do this it will mean that the other joint tenants no longer have a legal right to remain in the property and we will decide if any of them should be granted a new tenancy so they can stay.

6.6 To end your tenancy we will give you, in writing, four weeks notice in writing ending on a Monday, to terminate your tenancy.

Draft

GARAGE LICENCE AGREEMENT

THIS AGREEMENT is made on theday of
.....

Between the LONDON BOROUGH OF HARROW (“the Council”) and

Name.....

.....(“the Licensee”)

(Print name in full)

of.....

.....

(Full address)

WHEREBY IT IS AGREED AS FOLLOWS:

The Council hereby gives authority for the Licensee to use, effective from

Monday, the.....day.....of

.....

Garage/Ca/Space No

.....

(Print full address)

.....

.....(“the
Garage”)

for the purpose of garaging the following nominated Motor Car/Motor
Cycle: -

Reg.No.....Make.....Model.....Colour.....

.....

(The Licensee must notify the Council in writing of any change to the
nominated vehicle (either in its colour or registration number or by
nominating a different motor car/motor cycle in substitution of the
original).

1. PERIOD OF LICENCE- THE LICENSEE AGREES THAT:

This is a weekly licence commencing or terminating on a Monday. The licence fee is calculated on a 52 weeks basis.

2. LICENCE FEE-FOR COUNCIL TENANTS-THE LICENSEE AGREES TO AND WILL:

- a) Make all payments of the licence fee to our Offices, Station Road, Harrow or at a Post Office using the Giro slips in the licence fee payments book provided.
- b) Pay the licence fee weekly in advance on a Monday. If the licence fee account falls in arrears, we may terminate the licence.
- c) Payments of the licence fee by Standing Order or Direct Debit must be paid monthly in advance on the nearest working day to the fourth day of a calendar month.
- d) Pay a bi-annual Service Charge of £2.50, to cover costs of account statements and any other communication sent by the Council. These costs would be debited to your garage licence fee account and must be settled at the time of making the usual licence fee payment.
- e) Pay a deposit of £20.00 (returnable at termination of this Licence) for the computer-designed key to the underground parking car space at Churchill Place. (This charge relates only to the Licensees of the car spaces at Churchill Place).

3. LICENCE FEE-FOR NON-COUNCIL TENANTS-THE LICENSEE AGREES TO AND WILL:

- a) Pay the licence fee monthly in advance by Direct Debit on the fourth day or nearest working day to the fourth day of a calendar month. If the licence fee account falls in arrears, we may terminate the licence.
- b) Pay an administration fee equivalent to two week's licence fee along with the first licence fee payment.
- c) Pay a bi-annual Service Charge of £2.50, to cover costs of account statements and any other communication sent by the Council.

These costs would be debited to your garage licence fee account and must be settled at the time of making the usual licence fee payment.

- d) Pay a deposit of £20.00 for the computer-designed key to the underground parking car space at Churchill Place. (This charge relates only to the Licensees of the car spaces at Churchill Place).

4. VARIATIONS TO LICENCE FEE, ADMINISTRATION, SERVICE CHARGES OR OTHER TERMS- *THE LICENSEE AGREES TO AND WILL:*

Accept and abide by our discretion to vary the licence fee, the service charges, other charges or any terms of this Licence by one week's written notice given to you.

5. LIMITATIONS OF USE- *THE LICENSEE AGREES TO AND WILL:*

- a) Not use the garage other than for parking of the nominated motor vehicle mentioned above. However, we may consider allowing storage of goods. You must obtain our prior written consent to the storage of the goods. The consent, if granted by us may be subject to conditions such as, health and safety issues and planning control permission which you would need to obtain.
- b) Abide by our decision on whether storage of specified items and/or other goods is permitted or not. We may withdraw its consent for storage at its discretion by written notice given to you.
- c) Not use the garage or the compound area in which the garage is situated for any trade or business. Failure to disclose business use will be in breach of this Licence and we may terminate the licence.
- d) Not use the garage for any illegal or immoral purposes and will not do or permit to be done, any act or thing which may cause nuisance, annoyance or inconvenience to other Licensees, or the occupiers of any part of the building of which the said garage forms part of, or to the occupiers of neighbouring garages or buildings.
- e) Not undertake repairs, other than those required for routine maintenance or servicing of the nominated motor vehicle nor use re-spraying equipment. You shall not fix or use any gas engine or other power driving machinery in the garage.

- f) Not keep, whether permanently or temporarily, any petrol, diesel, benzyl, or other motor spirit (except that which may be contained in the tanks of the nominated motor car/motor cycle or any other explosive, inflammatory oils, or substances in the garage. Further, not keep, permanently or temporarily, any empty containers for substances mentioned above, in the garage.

6. MAINTENANCE OF THE GARAGE-THE LICENSEE AGREES TO AND WILL:

- a) Take care of the garage and its fixtures and fittings and not make any alterations or additions to the garage. Notify us immediately of any defect or repair needed to the garage and compound area including drains and other services.
- b) Be responsible for and indemnify us for the cost of repairing or replacing the fixtures or fittings or damage to the garage, if such damage is considered by us to have been caused deliberately, through neglect or carelessness on your part.
- c) Keep the garage including the doors, window, gutters, and fixtures and hard surfacing in the compound area in which the garage is situated in a good, clean and orderly condition.
- d) Permit our employees, agents or workmen upon reasonable notice (except in emergency) to enter upon and inspect the state of repair, cleanliness and/or usage of the garage at all reasonable hours of the day and execute any repairs required therein.

7. OTHER CONDITIONS APPLICABLE-THE LICENSEE AGREES TO AND WILL:

- a) Keep the doors closed and locked at all times when the garage is not in use and entrance gates to the garage compound, where they exist.
- b) Reimburse us if any special cleansing (including removal of blockages in drains) is required to the garage or the compound area due to you having allowed the same to become dirty or infested by vermin.
- c) Not pass or cause or permit to be passed into the drains serving the garage or the compound in which the garage is situated any petroleum spirit or oil.

- d) Not use any lighting in the garage other than electric lighting.
- e) This licence is personal to you only and you may not permit any third party to make use of either the whole or any part of the garage or the whole or any part of the compound area for any purpose whatsoever.
- f) Park the registered vehicle in the garage only and not on the forecourt in front of the garage.
- g) Not use the garage or the compound area for any form of advertising whatsoever.
- h) Not deposit or cause to be deposited litter or other materials in the compound in which the garage is situated or in any access way.

8. THE COUNCIL'S UNDERTAKING-*THE COUNCIL AGREES TO:*

- a) Be responsible for repairing or replacing the fixtures or fittings or damage to the garage, if such damage is considered by us not to have been caused deliberately, through neglect or carelessness on your part.
- b) Take action as soon as notification is received from you of any defect or repair needed to the garage and compound area including drains and other services.
- c) Arrange with you for its employees, agents or workmen (except in emergency) to enter upon and inspect the garage at reasonable hours of the day for the repairs required.
- d) Once the initial inspection has been carried out (except in emergency) instruct its agents or workmen to carry out the repairs to an acceptable standard.

9. INSURANCE- *THE LICENSEE AGREES TO AND WILL:*

Not commit any action or act of negligence likely to invalidate our insurance. Our insurance does not cover any damage or loss to the nominated vehicle or to any of your belongings, howsoever caused. It does not cover personal injury of any nature to you and/or any other person or persons frequenting the garage at your invitation or otherwise.

10. INDEMNITY- YOU AGREE TO AND WILL:

Keep us fully indemnified in respect of all loss or damage (howsoever caused) occasioned to our property (other than reasonable wear and tear). The indemnity will also include the property of any other person, or in respect of any injury sustained by any person occasioned through your use or misuse.

11. TERMINATION - YOU AGREE TO AND WILL:

- a) Terminate this Licence by giving us one weeks Notice, in writing, to expire on a Monday, but subject and without prejudice to the rights and remedies of us in respect of any sums payable, or in respect of any breach by you of the terms of this Agreement.
- b) Upon termination of the Licence Agreement, leave the garage clear of all belongings and in reasonable condition, fair wear and tear excepted. Any belongings left and not claimed by you within ten working days from the date of termination of the Licence may be treated as abandoned and be disposed off by us.
- c) Reimburse us on demand the full cost of any cleaning, clearance or repair necessitated by the Licensee failing to leave the garage in accordance with your obligations under any of the Terms of this Licence.
- d) Ensure that all keys are labelled and returned to us on termination and reimburse us on demand the cost of replacing keys not returned.
- e) Serve any Notice, in writing, on us by delivering it to the offices or posting it by Registered Post or Recorded Delivery, at the Housing Department, P.O Box 65, Youngmans Building 11, Civic Centre, Station Road, Harrow, HA1 2XG.
- f) Abide by our decision to terminate the Licence having received one week's Notice in writing to expire on a Monday, or by immediate notice if you have breached any of the terms of the Licence.
- g) Accept that any Notice (including any consent) served on you by us shall deemed to have been served when it has been delivered to the garage or your listed home address, or 24 hours after posting the Notice by first class post to your listed home address. A certificate of posting shall be conclusive evidence of posting and of subsequent service. A Notice shall be sufficient if addressed to you by name and shall remain valid notwithstanding prior to your death.

12. DECLARATION BEFORE SIGNING THIS LICENCE

I, the Applicant have been given the opportunity to ask the Council and its Officer on general matters about the Licence. I have been given the opportunity to seek independent legal advice before signing this Licence. I have read and understood the implications of signing this Licence. I agree to and will abide by all the Clauses of this Licence. I acknowledge receipt of.....key(s) for the garage, which are returnable upon surrender, or termination of this Licence.

Signed.....Date.....
.....
(Licensee)

Signed.....Date.....
.....
(Officer, On behalf of the London Borough of Harrow)

Appendix 3

Introductory Tenancies – Implementation Plan

	Task/Outcome	Key Dates	Responsible Officer
1.	Write procedures, draft Introductory Tenancy Agreement, confirm necessary delegations and appeal review process.	November 2005	Housing Manager
2.	Legal advice on procedures, appeal mechanisms and agreement	November 2005	Housing Manager/Legal Services
3.	Consult partner agencies/groups on procedures (9HAC, HFTRA, HCRE, etc.)	December 2005	Housing Manager
4.	Printing of Introductory Tenancy Agreements	January 2006	Housing Manager
5.	Amendments to ITC (Anite)	November 2005	Housing Manager
6.	Staff, Member and TRA representative training	January 2006	Housing Manager
7.	Publicity (Homing In, Community Centre notice boards, flyers, etc.)	January 2006	District Managers
8.	Start date for Introductory Tenancy Scheme	March 2006	NA