

GARAGE LICENCE TERMINATION



You must give one week's notice and return the keys to us on or before the licence end date.

Once complete, please return this form to:
Myriad House, 33 Springfield Lyons Approach, Chelmsford, Essex. CM2 5LB.

Please provide the full address of the garage licence you are terminating below:

Your details

Please provide your forwarding address

If you are not the lead or joint tenant, please provide your contact details:

What is the reason for the termination of your licence?

- Relocating Property condition Redevelopment Rent increase Other



CONDITIONS OF TERMINATION OF LICENCE

By ticking the boxes below you are confirming that you have read and understood the terms and conditions of terminating your garage licence. Your application cannot be processed without your agreement to these terms.

I / We agree too:

- Pay full weekly rent up to the termination date and make the final payment of rent, including any arrears no later than 12pm on the first Monday after the tenancy end date;
- Return any keys to CHP, Myriad House, 33 Springfield Lyons Approach, Chelmsford, Essex. CM2 5LB before 12pm the Monday after the licence end date;
- Leave the garage in a clean, tidy and secure condition and in good repair with all personal belongings removed. Any items left in the garage will be disposed of and any associated costs will be charged to me.

Lead tenant signature:	Print name:	Date:
Joint tenant signature (if applicable):	Print name:	Date:

If you are not the lead or joint tenant, please sign below:

Representative signature:	Print name:	Date:
Relationship to tenant:		



CHP Privacy notice

CHP is committed to protecting your privacy and this Privacy Notice explains how we use information about you and how we protect your personal data.

Please view our full privacy notice here: www.chp.org.uk/privacy

Our Promises to you

We take the issue of your privacy extremely seriously and we promise to:

- Respect your personal data and keep it secure on your behalf;
- Allow you to access the data that we hold about you;
- Let you know how we use your data. We may update this notice, or contact you directly, from time to time to provide you with more information about how we use your data and protect your privacy;
- Keep your data accurate and up to date by amending your records when you contact us or by asking you, from time to time, if the information we hold on you is still up to date;
- Help you move your data to another landlord, if you want us to do so. If you stop having a tenancy with us, we will delete your data as soon as we are able to (certainly within 6 years) unless you still owe us money or have been evicted for anti-social behaviour, where we may keep your data for longer.

Your rights

The law gives you a number of rights to control what personal data is used by us and how it is used by us. You have the right to:

- Be informed about what we do with your data. This privacy notice (which may be updated from time to time) is the principal way we will do this;
- Access the data we hold about you;
- Object to CHP processing your data (on the basis of our legitimate interests);
- Tell us to correct your data where it is inaccurate and to ask us to stop processing your data until it has been corrected. If you think the data we hold on you is not accurate then please contact our Service Centre on 0300 555 0500 or visit our online portal;
- Ask us to erase your data. We will only do this if we no longer have any contractual obligations to you or there are compelling reasons to retain your data and we promise to explain these to you;
- Ask us to move your data to your new landlord free of charge if you transfer to another property owned by a different landlord.

We have a Data Protection Officer who makes sure that we respect your rights and follow the law. If you have any questions please contact our Data Protection Officer by emailing dpo@chp.org.uk (please put DPO in the email subject line); calling 0300 555 0500 or by writing to: CHP Data Protection Officer, Myriad House, 33 Springfield Lyons Approach, Chelmsford, Essex, CM2 5LB.

If you believe that CHP has not complied with your data protection rights, you can contact the Information Commissioner's Office, which can be contacted on 0303 123 1113 or via www.ico.org.uk



Please contact us if you would like a copy of this document in large print, on CD or in another language.

Proszę się z nami skontaktować, żeby otrzymać ten dokument w wersji dużym drukiem, na płycie CD lub w innym języku. (Polish)

倘若您需要本擋以大字體、音頻格式(CD)或另外一種語言提供,請聯絡我們。(Cantonese)

Bu belgeyi büyük boyutlu baskı olarak, CD ortamında veya başka bir dilde edinmek istiyorsanız lütfen bizimle irtibata geçin. (Turkish)

Kreipkitės į mus, jei norėtumėte gauti šio dokumento kopiją stambiu šriftu, jo garso įrašą kompaktiniame diske arba jei norėtumėte jį gauti kita kalba. (Lithuanian)

আপনি যদি এই নথিটির একটি কপি বড় অক্ষরের ছাপায়, সিডি তে অথবা অন্য একটি ভাষায় পেতে চান, অনুগ্রহ করে আমাদের সাথে যোগাযোগ করুন। (Bengali)

IF YOU HAVE ANY QUERIES PLEASE CONTACT US:

Web: chp.org.uk

Email: enquiries@chp.org.uk



[facebook.com/CHPHomes](https://www.facebook.com/CHPHomes)



twitter.com/CHPHomes

Tel: 0300 555 0500

Text relay: 18001 0300 555 050

Write to CHP at:

Myriad House,
33 Springfield Lyons Approach,
Chelmsford,
CM2 5LB



May 2018 4th Edition

