



# Fact Sheet

## Terminating garages and garage plots

### How do I give notice for a garage?

By letter, email, telephone or by calling in to your local St. Leger office.

### How do I give notice for a garage plot?

By letter, email, telephone or by calling in to your local St. Leger office. If you have sold the garage you will need to write to us advising the name and address of the person who will be taking over the plot.

### How much notice do I give for a garage?

We need one weeks notice for a garage. The notice period will start from the following Monday. If you don't give notice, you will be charged one weeks rent following receipt of your keys.

### How much notice do I give for a garage plot?

We need four weeks notice for a garage plot. The notice period will start from the following Monday. If you don't give notice, you will be charged one weeks rent following receipt of your keys.

### What should I do before handing the keys in for the garage?

You should remove all items from the garage and any rubbish before your tenancy ends, ensure the garage is swept out and locked. We will have to charge you for taking away anything you leave behind after you hand in the keys. We can't take responsibility for anything you leave behind.

### What should I do before terminating the garage plot?

You should remove the garage from the plot of land and contact us to advise this has been done one of our staff will come out and check this has been done. We will have to charge you for removing the garage if you do not do this.

### Where and when do I hand back my keys?

You must return all keys to your local St. Leger office no later than the date your tenancy ends. If you don't do this you will be liable to pay the rent until the keys for the garage are returned.

At the time of handing your keys in, you will be asked to provide a forwarding address and to sign a key receipt and we will give you a copy.

## Useful contacts

North – 01302 734145

East – 01302 735831

West – 01302 736528

South – 01302 734196

Central – 01302 862298

## For further information contact:

Write to: St. Leger Homes of Doncaster Ltd

St. Leger Court, White Rose Way

Doncaster, DN4 5ND

Telephone: 01302 862862

Fax: 01302 862720

Email: [info@stlegerhomes.co.uk](mailto:info@stlegerhomes.co.uk)



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