

## Agreement to accept the charges and terms and conditions of the Garden Maintenance Scheme

Read Derby Homes privacy statement to the tenant/s



**Data Protection:** Derby Homes is the data controller for any personal information you provide. We will observe strict confidentiality in line with the Data Protection Act 2018 Your information will only be used for Tenancy related functions of which they are intended and may be shared across departments within Derby Homes, relevant departments within Derby City Council or with other agencies as the function requires. For more information on your data protection rights as covered in our Fair Processing Notice please visit Derby Homes' website. If you require printed copy of the Fair Processing Notice contact us by email: [information.governance@derbyhomes.org](mailto:information.governance@derbyhomes.org) or alternatively you can write to us Information Governance, Derby Homes Ltd, 839 London Road, Derby, DE24 8UZ. The Data Protection Officer is Taranjit Lalria who can be contacted at the addresses above.

### Section 1 - Determine if the tenant/s is/are eligible to join the Garden Maintenance Scheme

Property Address	
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Name of tenant 1	DOB	Does the tenant receive a qualifying benefit?	If yes name the benefit and provide evidence that this benefit is in payment:
		Yes/No	
Name of tenant 2	DOB	Does the tenant receive a qualifying benefit?	If yes name the benefit and provide evidence that this benefit is in payment:
		Yes/No	

### Does anyone else live in the household with the tenant/s? Yes/No

If yes list the names and the date of birth of all the other occupants:

List the names of the other occupants	DOB

**Based on the information above will the tenant/s be eligible to join the scheme? Yes/No** If **yes** tick the box below that applies and go to section 2:

- The tenant or tenants receive a qualifying benefit and no one else lives in the household with them
- One of the tenants receives a qualifying benefit and the other tenant is of state pension age and no one else lives in the household with the tenants
- One of the tenants receive a qualifying benefit and the other tenant is of state pension age and the other people who live in the household are under 18 or of state retirement age

**Section 2 – Discuss the Garden Maintenance Scheme with the tenant/s.**

Following your discussion does the tenant/s want/s to join the Garden Maintenance Scheme? Yes/No if **yes** go to section 3.

**Section 3 – Complete the relevant sections and ask the tenant/s to read the following:**

- I/We understand that there is a charge for the Garden Maintenance Scheme service and that I/we am/are responsible for paying the charge for this service. This is a weekly charge and the charge is £.
- I/We understand that by joining the Garden Maintenance Scheme this updates my tenancy conditions.
- I/We am/are aware that this service charge will be increased annually at a level decided by Derby City Council and that the service charge will be added to the rent and any other service charges that are currently charged.
- I/We understand the charge will become due on a Monday 4 weeks following the date this form is signed and this will be the date you join the Garden Maintenance Scheme. This date will be add the date.
- I/We understand that if I/we wish to cancel the request to join the Garden Maintenance Scheme I/we must tell Derby Homes two weeks before the scheme is due to start the latest date to do this is add the date. If you do cancel the agreement you are advised to request proof of this.
- I/we understand that once I/we have signed this form if the agreement has not been cancelled by the specified date /we will not be able to opt out of the Garden Maintenance Scheme and I/we will be liable to pay the service charge for the duration of the tenancy.

**Conditions:**

- I/we will ensure the garden is clear of household waste and animal waste. I/We understand that Derby Homes reserve the right not to complete the scheduled garden work if I/we do not comply with this condition.

- I/we will ensure that there is a Council recognised bin at the property that is dedicated to garden waste removal. I/We understand this will be used to dispose of the garden waste during scheduled visits.
- I/We will allow officers access to the property to carry out the scheduled garden maintenance work.
- I/We agree to pay this service charge from the effective date along with the rent and other service charges that are currently charged.

**I/We understand that Derby Homes will complete the following when I/we join the Garden Maintenance Scheme:**

- Carry out scheduled visits to complete grass cutting, border maintenance, hedge cutting, rose pruning and weed killing
- Aim to complete visits to do this work between April and October but accept some work may take place outside of this period if necessary an example of this would be hedge cutting work.

I/We have read **Section 3** and understand by signing this form that we agree to the conditions and the terms of the scheme.

I/We am/are aware that if I/we want to cancel this agreement I/we must notify Derby Homes of this decision on or before add date. **I/We are aware that I/we will not be able to cancel this agreement after this date.**

Name of tenant 1	Signature of tenant 1	Date
Name of tenant 1	Signature of tenant 1	Date
Name of Officer	Signature of Officer	Date

**Section 4 – Garden Waste**

**Does/Do the tenant/s have a Council recognised bin at the property for disposal of garden waste? Yes/No** If the response is **No** order a bin on Derby City Council's website and note the reference number and the date of the request here:

<b>Derby City Council's reference number</b>	<b>Date requested</b>

**Is/Are the tenant/s or anyone else living in the household able to present the bin for a service collection by Derby City Council Yes/No** If the response is **No** request an assisted bin collection on DCC website and note the DCC reference number and the date of the request here:

DCC reference number	Date requested

**Section 5 – To be signed by the Housing Manager after the cancellation date to authorise the adding of the charge to the current rent and service charges from the effective date noted in this agreement. To clarify:**

Effective date for charges to be added		
Gardening Scheme	TSO1GS	£
Vat Gardening Scheme	VTO2VT	£
Name of Housing Manager	Signature of Housing Manager	Date