

# CLEVELAND SQUARE AND GARDENS RESIDENTS ASSOCIATION

## APPLICATION FOR A GARDEN KEY

### TERMS AND CONDITIONS

- 1 To apply for a key to gain access to the gardens of Cleveland Square and Cleveland Gardens you need to be able to prove eligibility of residency relating to a property in either Cleveland Square or Cleveland Gardens W2.
- 2 Once eligibility has been established, a single numbered key will be issued on payment of a refundable deposit of £50.00. If this key is lost a second key will only be issued on production of the paperwork listed below along with a non-refundable payment of £50.00, plus a replacement refundable deposit of £50.00.
- 3 The key will remain the property of the Cleveland Square and Gardens Residents Association.
- 4 The garden rates pertaining to your property must be fully paid up before a key can be issued. If the garden rates become overdue and remains unpaid, you will forfeit the right to use the gardens and you will have to surrender your key.
- 5 The gardens can only be used by you, your household and by your accompanied guests and you will be responsible for the actions.
- 6 You, your household and your guests will observe the garden rules and bye-laws set out by the committee and note that serious violation may result in the temporary or permanent banning of individuals or household concerned. A copy of these rules and bye-laws are available on request and are also on display within the gardens of Cleveland Square. These rules may be amended from time to time without notice.

You will need to provide proof of eligibility with the following documentation:

### **EITHER**

A title document with your name on it. relating to a property in Cleveland Square or Cleveland Gardens.

OR

A lease or a tenancy agreement for an initial period of not less than 12 months, relating to a property in Cleveland Square or Cleveland Gardens, with your name on it.

### **AND**

A current utility bill and a bank statement not more than 3 months old, or a residents parking permit and vehicle registration document relating to a property in Cleveland Square or Cleveland Gardens, with your name and address on it.

OR

A letter from your buildings company secretary or a solicitor confirming your residency in Cleveland Square or Cleveland Gardens.

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## APPLICATION FOR A GARDEN KEY

Name: \_\_\_\_\_

Flat \_\_\_\_\_ Number \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone N° Home \_\_\_\_\_ Telephone N° Work \_\_\_\_\_

Telephone N° Mobile \_\_\_\_\_ E-mail \_\_\_\_\_

Resident members of household who may use the gardens:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Please read and sign:

1. I confirm that the information I have given is true and accurate to the best of my knowledge.
2. I have read and agree with the CSRA' terms and conditions and bye-laws.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return both sheets of this form with your payment to:

Harry Everard, 7 Cleveland Square, London W2 – Tel: 020 7262 9000

Please make cheques payable to: CSRA

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*For CSRA use:*

*Evidence of eligibility: 1) \_\_\_\_\_ 2) \_\_\_\_\_*

*Key number: \_\_\_\_\_ Amount paid: \_\_\_\_\_ Authorised by: \_\_\_\_\_*

*Notes:*