

## Policy for queuing for garage, bicycle room and storage unit

### Eligibility

1. To lease a parking spot in the garage it is required to own or have access to a roadworthy vehicle.
  - To lease a handicap parking spot, it is required that someone in the household hold a disabled parking permit or meet the requirements to qualify for such a permit.
  - To lease a parking spot with access to charging possibilities it is normally required that the lessee has access to a plug-in electric vehicle.
2. The following seven categories are eligible to queue for a garage spot:
  - Apartment owners
  - Tenants
  - Sub-tenants
  - Residents of BRF Kyrkbacken (access to max 80 parking spots per agreement)
  - Business space lessees
  - External individuals
  - External businesses
3. Bicycle rooms or small storage units (less than 7 square meters) are only rented to apartment owners and tenants of BRF Hagalunden.

### Queuing process

4. There are two queues with different priority. Priority is assigned to residents and business space lessees of BRF Hagalunden, including 80 parking spots to residents of BRF Kyrkbacken per agreement. External applicants and external businesses have a separate queue and will receive a parking spot if there are no applicants from the other categories.
5. Within each queue parking spots are assigned according to queuing time – the person who has been queuing for the longest time will be offered a spot first when a suitable spot becomes available.
6. To request a specific parking spot, state the number of that parking spot, or include a clear and detailed description of which parking spot you are interested in. If the description is inexplicit any parking spot meeting the request is assumed to be acceptable.

7. When a parking spot becomes available the first person in the queue will receive an offer via email, inquiring if they are still interested and willing to accept the offered spot. BRF Hagalunden is not able to arrange viewings of parking spots or storage units. If there is no response within one week the available spot/unit will be offered to the next person in the queue. If offers are denied three times, the applicant will be placed last in the queue. If offers are ignored three times, i.e. no response is provided, the applicant will be removed from the queue.

## **Changing parking spot/storage unit**

8. It is possible to queue to switch parking spot/storage unit. If you wish to switch your current spot/unit to another, give a clear detailed description of which spot/unit you wish to have. It is possible to receive an offer to switch spots/units when that one becomes available.
9. If you are offered a parking spot that was not indicated as your first choice, e.g. a parking cage instead of a normal parking spot, it is possible to lease the second choice for 6 months while keeping your position in the queue to switch to another spot.
10. Any changes of parking spots may also be organised directly by the lessees themselves. In that case, the financial administrator must be informed about any changes in writing in order to send both parties updated contracts.
11. It is not required to leave notice when changing parking spots. An administration fee may apply when changes are requested.

## **Leasing agreement**

12. When the applicant has accepted the offered parking spot/storage unit two lease agreements will be sent to the lessee to sign.
13. A minimum lease period of 6 alternatively 12 months apply. Only full calendar months are accepted. The time of notice is 3 months. If BRF Hagalunden can find a new lessee within the time of notice the association may accept that the lease is ended early.
14. Lease agreements for garage parking spots, bicycle room parking and storage units are automatically terminated when lessees move out or approved sub-tenant contracts cease without renewal, i.e. parking spots, bike room parking or storage units are not tied with the apartment and will thus be offered to a new applicant in the queue.
15. If lessees do not follow rules of conduct or terms of the lease agreement, they may have their contract terminated.