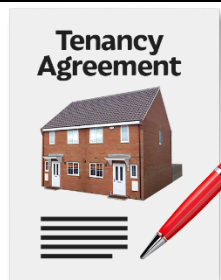


About your tenancy agreement



Your tenancy agreement is a very important document.



You will be asked to sign it.





Make sure that you understand what you are signing.


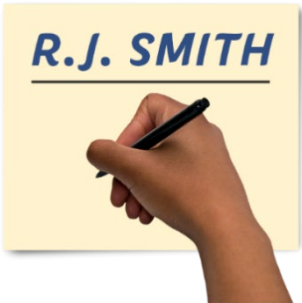
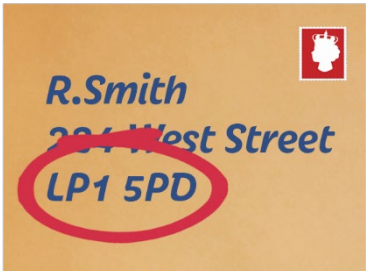



Ask someone to explain anything you do not understand.



This easy read will help to explain some of the things in your tenancy agreement.

	<p>Your tenancy agreement will tell you what rights you have.</p>
	<p>Your tenancy agreement will tell you what you can expect from your landlord.</p> <p>The landlord can be a person or a local authority or a housing association</p>
	<p>Your landlord is who owns your house and you pay rent to.</p>
	<p>Your tenancy agreement will also say what you have to do to keep your house.</p>

	<p>Changes can only be made to your agreement if both you and the landlord agree and it is written down and signed.</p>
<p>What information will be in your tenancy agreement?</p>	
	<p>Your tenancy agreement will say the name of your landlord.</p>
	<p>Your tenancy agreement will say the address of the house or flat you are renting.</p>
	<p>Your tenancy agreement will say the date that you get to move into the home.</p>



Sometimes there will be a date when the tenancy will end.



Your agreement will probably say how much rent you must pay.



Your agreement will probably tell you when you have to pay your rent.








If your landlord wants to change the amount of rent you pay they have to let you know in advance.



They have to give you a chance to say what you think about the change they want to make.

Who is the tenant?

	<p>The tenant is the person who lives in the home and pays rent.</p>
	<p>This might be one person who has signed a tenancy agreement.</p>
	<p>It might be what is called a joint tenancy.</p>
	<p>A joint tenancy is when 2 people who live together have both signed.</p>
<p>What are your responsibilities?</p>	
	<p>You need to live in the house and not live somewhere else.</p>

	<p>You can have other members of your family live with you as long as it is not too many people.</p>
	<p>Anyone living in or visiting the home must look after it.</p>
	<p>This includes keeping it clean.</p>
	<p>This means not causing damage to the home or any parts that are shared with neighbours.</p>
	<p>You must make sure to do what you can to stop fires or floods from happening.</p>



You should make sure to let air in from outside by opening the windows sometimes.



If you have a garden you must look after it.



You should tell your landlord if you are going to be staying somewhere else for a while.












This would usually only be if you were going to be away for a long time.



You should speak to your landlord if you want to start running a business from home.

	<p>The landlord might have to agree before you can do it.</p>
	<p>There are rules about how many people can live together.</p>
	<p>Talk to your landlord before someone else moves in with you or if you have had a baby.</p>
	<p>They may help you to move to somewhere bigger if you need to.</p>
	<p>You should check with your landlord before you get a pet.</p>

	<p>Some types of pet might not be allowed.</p>
	<p>Your landlord should tell you where to put your rubbish.</p> <p>You should make sure to do this correctly.</p>
	<p>You can only park your car in places that are meant for parking in.</p>
	<p>You need to behave well and be respectful to your neighbours.</p>

	<p>You need to be respectful to anyone who comes to your house to do work for the landlord. For example a plumber or electrician.</p>
	<p>You need to be respectful to the people who work for your landlord.</p>
	<p>You need to get written permission from your landlord if you want to change your home.</p>
	<p>You are responsible for anyone who lives with you or visits you.</p>
	<p>If they break the rules then you might get in trouble.</p>



If you break the rules in the agreement you may lose your house.



Your landlord will talk to you about this and you would never be asked to move out without warning.

Most of the time your landlord would talk to you and give you a chance to change.

If you have to share some parts with others.



Your landlord might tell you about things you need to do in shared parts of the home.



You might need to take a turn at cleaning the stairs.



You might have to take turns to tidy the garden.



There might be a shared storage area.



You may be allowed to keep large things like bikes there.



You have to let your landlord in to do repairs or inspections.



They will tell you in advance if this is happening.



You might not get a warning if they need to come into your home for an emergency.



You must tell your landlord quickly if something needs repaired.



You should make sure your own belongings are insured.



Insurance means that you can replace things if they are stolen or damaged in an accident.



Your landlord might be able to help you to arrange this.



You must tell your landlord if you want to make any changes to the home.



This might be changing your bathroom for example.

If you are not happy about something



If you are being bothered or treated badly by your neighbours you should tell your landlord and they will look in to it.



If you think your landlord has treated you unfairly you can make a complaint.



Ask your landlord for their complaints procedure.



The complaints procedure will tell you how to make a complaint if you are unhappy.

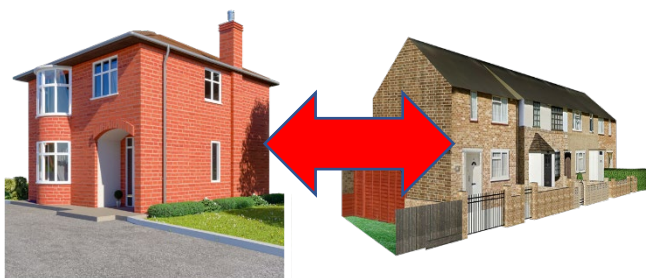


You can also get advice from a citizens advice centre, a legal advice centre or a housing advice centre.

Moving someone else in or if you move out



You might need to tell your landlord if someone moves in with you.



You will need to tell your landlord if you want to swap homes with someone else.



The landlord will need to approve any changes to who lives in the house.



You will need to tell your landlord if you want to move out.



You should usually tell them 28 days before you move.

What your landlord needs to do



Your landlord needs to make sure your home is safe to live in.



Your landlord must make sure that repairs to the building are done.



Your landlord will not repair your personal belongings .



Your landlord might charge you for repairs if the damage was caused by you.

	<p>Your landlord will make sure that gas appliances like your boiler are inspected.</p>
	<p>This will be done once a year.</p>
	<p>They will make sure any problems found after the inspection are fixed.</p>
	<p>If your home is damaged because of bad weather or a flood or a fire the landlord will fix your home.</p>
	<p>If needed your landlord will find you somewhere else to live while they do repairs.</p>
<p>Ending the tenancy</p>	



If you want to move and end the tenancy you must tell your landlord.



If your landlord wants you to move out before the end of your tenancy agreement this is called an eviction.



They cannot do this without a good reason.

They can only evict you if you break the rules of the tenancy agreement.



The landlord has to give you a written warning.



The landlord would have to go to court first.



There are times when your landlord might want to move you to a different house.



They will talk to you about this first and you would have warning.



If the person who is named on the agreement dies it might be possible for the home to pass to someone else.



There are a lot of rules about who can keep the tenancy.



If you want to know more ask your landlord.

Your right to information



You have the right to ask to see any information your landlord has about you.



Your landlord should publish information every year about how well they have been doing including their accounts.

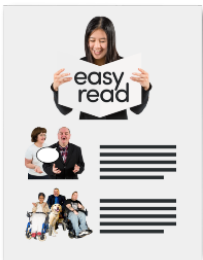
You will be able to see these.



Your landlord has to publish a complaints procedure.



This means you will know how to make a complaint if you need to.



You can ask for information about how the housing service is run.

Your right to have your say



If your landlord is making changes to policies that might change things for you they will ask your views.



This includes changes to the amount of rent you pay.



Your landlord will have something called a tenant participation strategy



This is a plan for how they will make sure to involve their tenants in how they run their organisation.



You can ask for a copy of this.



Your landlord should make sure that when they are consulting, they make this accessible.

Signing a tenancy agreement



Do not sign your agreement until you are sure you understand what you are agreeing to.



Once you sign this is a legal agreement between you and the landlord.

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