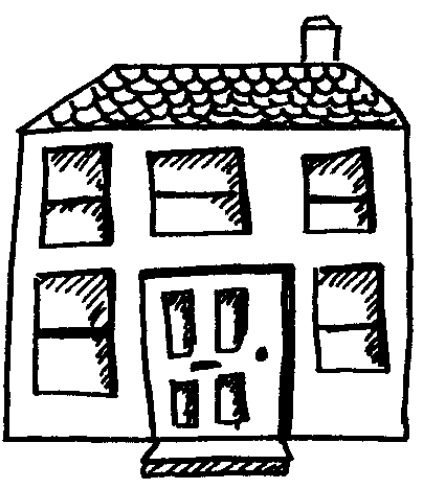


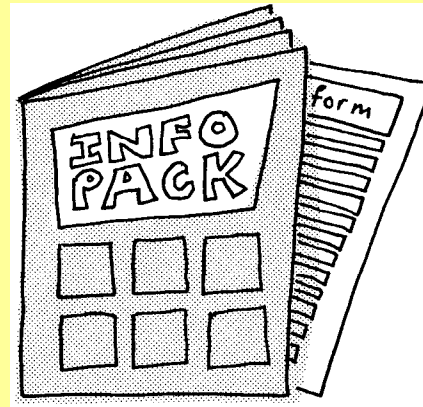


homes, communities, cultures



Your tenancy agreement

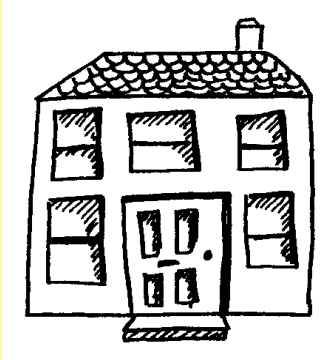
An easy to read guide



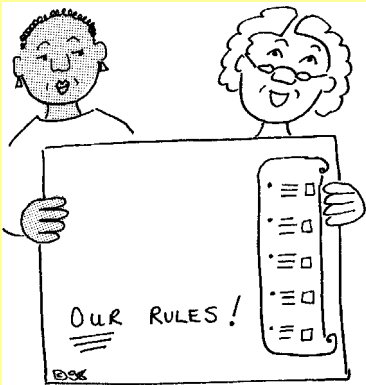
Pictures from:
The Change Picture Bank
Tel: 0113 243 0202
Email: info@changepeople.co.uk

Adapted from the NHF and Housing Options "Your tenancy and support agreements"

Your Tenancy Agreement



Your tenancy agreement is a written agreement about where you live



It tells you how much money you have to pay and about the rules to live in your home



It also tells you what rights you have and what you can expect from your landlord

This is a guide to go with your tenancy agreement to help explain it

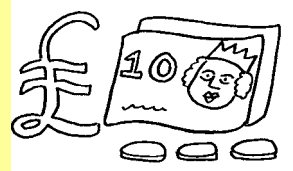
Some words are explained at the bottom of the pages. These words are marked with a *

Your Tenancy Agreement

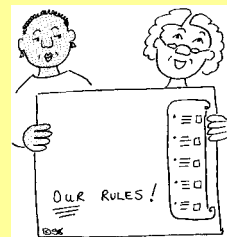


Your tenancy agreement gives you the right to live in your house, flat or room as long as you do these things:

Pay the rent



Keep to the rules in your agreement



Look after your house, flat or room



Your agreement is between:

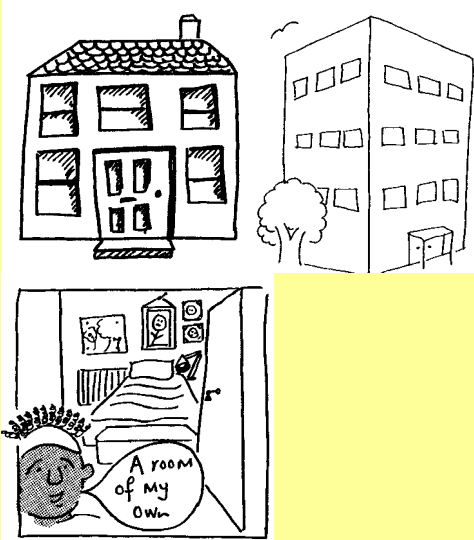


(the landlord)



.....
and you (the tenant)

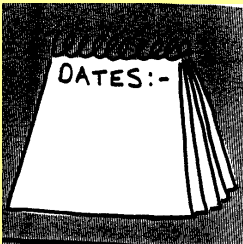
Where you live



You could be living in

- A whole house
- A flat
- A room in a house or flat with a kitchen, bathroom and sitting room that you share with other people

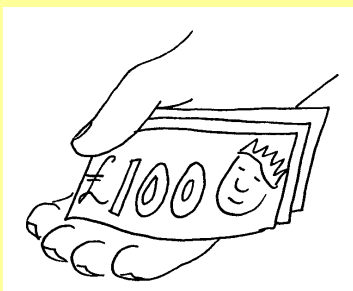
Date of tenancy



Your tenancy begins on

.....

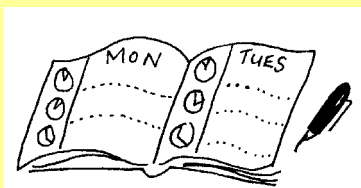
The Rent*



The rent is £.....

The charge for services is £.....

Total £.....



You must pay this every

.....

*Rent is the money you pay to live in your house, flat or room. You may have some of your rent paid for you.

Services

There are services that you pay for as part of your rent.
(tick the boxes)



Lighting and heating



Hot water



Telephone



Alarm and fire safety equipment



Furnishings



Cleaning



Laundry



Gardening



Food or meals



Water rates



TV licence



Insurance for your house or flat or furniture belonging to your landlord*

Other

.....
.....
.....

***Insurance is money you pay to an organisation in case something goes wrong with your house or things in your house. That organisation then gives you the money to put things right.**

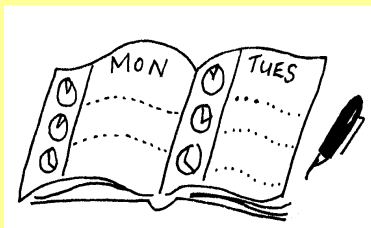
What your landlord must do

Your landlord must:

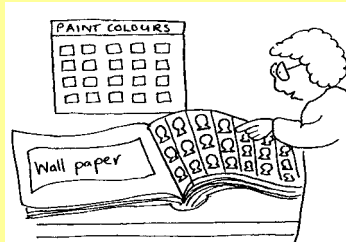


Keep your home in good repair

Your heating, lighting and hot water should always work



Tell you when they are going to do any work and what sort of work they will be doing



Give you a choice if your home is to be improved or changed

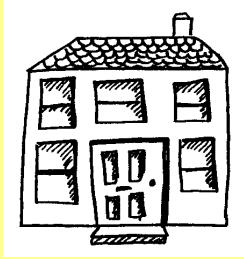


Tell you when they are going to increase the rent and service charge. They will only do this once a year



Tell you how to complain if you are not happy with something and help you complain if you need them to

What you must do



Live in your home



Keep your home clean and tidy



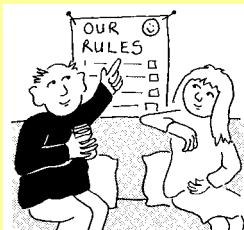
Tell your landlord if something is broken and needs repairing



Let your landlord in to do repairs, decorate or other work in your home



Ask if you want to keep any pets



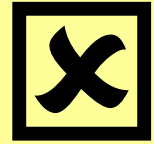
Keep to any other rules that go with this agreement



What you must not do



You must not damage your home or the things in it such as your furniture



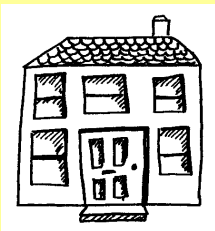
You must not annoy your neighbours or others that live with you in any way



You must not be noisy



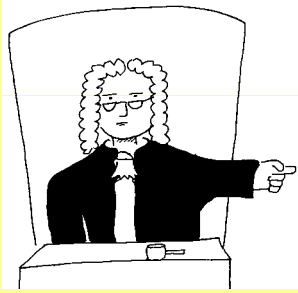
What happens if you break the rules in your agreement?



You might be asked to leave if you break the rules in your agreement



There has to be a meeting about it before you can be asked to leave



You can only be asked to leave after your landlord has applied to a court of law and they agree with the reasons for asking you to leave.

Moving out



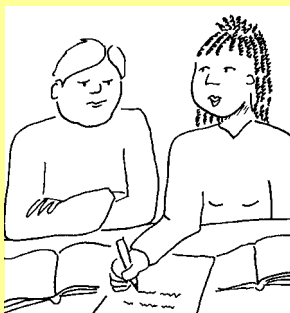
You must tell your landlord if you are going to be away from home for more than

..... days

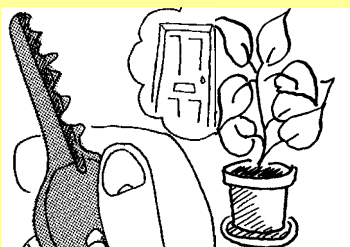


You must send your landlord a letter if you want to leave your home for good.

You must send the letter at least 4 weeks before you want to go.



Your landlord can help you write the letter if you need them to.



If you are leaving the house, flat or room you must

- return the keys to your landlord**
- remove all of your belongings**
- leave everything clean and tidy**