

Tenancy Agreement (Template)

This is a template for a Tenancy Agreement which you (the Tenant) may wish to refer to as a guide.

The agreement is between the Landlord

.....
(Put a picture of your Landlord in the box)



And you the Tenant

.....
(Put a picture of yourself in the box)



Your address

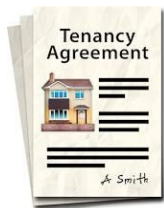
.....

Description of your home (flat, house, etc.)

.....

.....

(Put a picture of your house or flat in the box)



Date your Tenancy starts:

..... (Put the date in here)

Type of Tenancy:

- Assured Tenancy
 Assured Shorthold Tenancy



Your rent is £_____ every week/every month

Your service charge is £_____ every week/every month (This pays for things like gardening, maintenance, window cleaning)

Total£_____



You must pay rent every _____.
(weekly or monthly)




Rent will be taken out of your bank account each month if you sign a form to say this is ok. (standing order)

We will talk and write to you if we need to change your rent.

What services are included in the rent?

Your rent will pay for:






	Lighting, heating and hot water	
	Water and sewage costs	
	Telephone bill	
	Alarm system and fire safety equipment	
	Furnishings (you will be given a list of furniture provided)	
	Cleaning of areas you share	
	Gardening services	
	Assistive Technology (Telecare)	

	<p>Insurance for the building, equipment and furniture. You must insure your own belongings (for example, TV, Jewellery)</p>	
	<p>Window cleaning Service</p>	
	<p>Other things (to be talked about at the time of signing the tenancy agreement)</p>	

If a box is not ticked, you must pay for it yourself.








What the Landlord must do:

	<p>Mend things which break, like heating, plumbing and electrics.</p>
	<p>Tell you how and when they have fixed things that are broken.</p>
	<p>Tell you how to make a complaint.</p>
	<p>Tell you about any other rules that you and the Landlord must follow.</p>
	<p>Tell you what you need to do if there in case of an emergency.</p>



What you must do as the Tenant:

	<p>Pay your rent and keep an eye on Housing Benefit payments</p>
	<p>Keep your home clean and tidy.</p>
	<p>Tell your Landlord if you need something fixing.</p>
	<p>Let the Landlord in to your home to fix it.</p>
	<p>Ask permission if you want to keep any pets.</p>



Make sure you follow any house rules for example, fire, health and safety.



Tell your Landlord if you will be away for more than 7 days.



Keep your home nicely decorated.



If you want to decorate your room you will need to talk to the Landlord.



Get permission in writing from the Landlord if you want to make changes to your home.



You must also tell the Landlord when you want the work to be done.



The Landlord will write to you to let you know if it is ok to do the work.



You can find someone local to do the work, or ask the Landlord to do it.



If you find someone yourself, the Landlord needs to check them first. You will need to pay them yourself.

Show the Landlord plans and details of the work you want carried out.



The Landlord will come and check the work when it is finished.



If you ask the Landlord to do the work they will arrange everything. You will then pay the Landlord when the work has been carried.



Sometimes the Landlord will need to change things back again or decorate if you move out.



Moving out

You must tell your Landlord one month before you move out of your house/flat.

When you move out you must:



- Give the keys to the Landlord.



- Take all your personal belongings



- Leave everything clean and tidy



Breaking the Rules



If you break the rules the Landlord might ask you to leave.

There may be a meeting about to talk about the reasons why.

If you break the rules you can only be made to leave after your Landlord has gone to a Court of Law.



The Court will make you leave if they agree you have broken the rules.

If you have any problems or concerns talk to your support worker, family and/or advocate.



If you would like more information on Tenancy Agreements please see below some useful website addresses:



Housing Options Website:

You will find information and resources about housing, support and money options for people with a learning disability.

Website address: www.housingoptions.org.uk



National Housing Federation website:

The Federation aims to support housing associations to continue to provide housing, care and support for people which promotes independence among people with a disability.

Website address: www.housing.org.uk



Citizens Advice Bureau website:

Information on **tenancy agreements** including the rights and obligations of tenants

Website address:

www.adviceguide.org.uk/england/housing_e/using_renting_a_home_e/tenancy_agreements.htm

Shelter

The housing and homelessness charity

Shelter:

The housing and homeless charity, provides information and advice on all housing matters.

Website address:

www.shelter.org.uk/