

# TENANCY AGREEMENT SUMMARY



If you become a tenant at Dartford Borough Council you will be asked to sign a **tenancy agreement** before you can move into your new home.



## What is a tenancy agreement?

A **tenancy agreement** is a contract between you (the tenant) and us (the landlord). It tells you what your responsibilities and rights are as a tenant, and also about our responsibilities to you as a landlord.

If you break the rules in the **tenancy agreement** you will usually be informed in writing. If you continue to break the rules we will take steps to end your tenancy and apply to a court to remove you from your home. The Council is unlikely to offer you another tenancy.

This leaflet is a summary of what the tenancy agreement says. This summary does not include everything so it is very important that you look at the actual tenancy agreement for all the details and rules.

When you sign your tenancy agreement you will have an **introductory tenancy**.



## What is an introductory tenancy?

An **introductory tenancy** is a 12 month trial period with us. If you keep to the rules of the tenancy agreement during the trial period you will be given a **secure tenancy** at the end of the trial period. If you do not keep to the rules, your introductory tenancy may be extended or your tenancy may be ended.

When you become a **secure tenant** you will have more rights than when you were an **introductory tenant**. These include the right to swap homes with another tenant, the right to carry out improvements, the right to buy your home, and the right to take in a lodger.

## Our main responsibilities to you

- **We will keep your home in good repair.** This includes looking after things such as drains, gutters and outside pipes, roofs, windows and outside doors; water, gas and electricity equipment; basins, baths and toilets; and, room and water heating.
- **If you live in a flat, we will make sure that the shared areas are well maintained and regularly inspected.**
- **We will give you reasonable notice if we want to inspect your home or carry out any repairs or improvements.**
- **We will consult you and give you notice of any changes to the rules of your tenancy or any new services that we may want to give you.**
- **We will not unreasonably refuse any consent that you ask us for.** For example, if you are a secure tenant you must ask us for consent if you wish to swap homes with another tenant or carry out a home improvement.

# Your main responsibilities



## Payment of rent

Rent is the money you must pay us to live in your council home. Rent is very important as it pays for the service we provide to you, such as any repairs that you need us to do.

- **You must pay your rent on time.** The rent is due every week on Monday in advance.



## Repairs and improvements

There will be times when you need repairs and improvements done to your council home.

- **You must tell us if any repairs need to be done.**
- **You must let us or our contractors into your council home to make those repairs.** This also includes letting our contractors in to carry out annual gas safety checks.
- **You must do your own internal decorating and carry out repairs for which you are responsible,** such as unblocking sinks or repairing tap washers or internal doors.
- **You must keep the inside of your home clean and tidy.** This includes not letting rubbish or anything else build-up in and around your home, which might cause a fire or attract vermin.



## Good neighbour responsibilities

Everyone has the right to enjoy where they live. This means that you must be a good neighbour and not act in a way that stops other people enjoying where they live too.

- **You must not engage in any form of anti-social behaviour.** This means you must not cause alarm, harassment, violence, or intimidation to any other people by doing things such as shouting abuse or being threatening, playing loud music, drug taking, throwing rubbish over balconies, property damage or graffiti.
- **You are responsible for the people who live with you or visit you.** You must make sure that they do not engage in any form of anti-social behaviour.
- **You must not use your council home for any illegal activity.**



## Using the property

There are rules about how you can use your council home.

- **You must use and occupy your council home as your only or main home.**
- **You must not use your council home as anything other than a private dwelling house.**
- **You must make sure that your council home does not become overcrowded.** You should always ask our permission if you want anyone else to live with you.
- **You must ask us for permission for certain things,** such as putting up a satellite dish or a structure such as a garden shed or garage, or digging a pond or planting a tree.



## Ending the tenancy

There may come a time when you want to move on and live somewhere else. There are certain things you must do if you decide to end your tenancy with us.

- **You must give us four weeks notice in writing.**
- **You must pay your rent up until the end of your tenancy.**
- **You must leave the fixtures and fittings, such as kitchen cupboards in good condition and the property must be in good decorative order.** We will charge you to put right any damage you cause.
- **You must take all of your things with you when you leave.** We will charge you to clear any belongings you leave behind.