

General Conditions of Tenancy

About your tenancy agreement

What you agree to if you live in one of our homes



What this booklet is about

HousingExecutive

We are the Housing Executive.

This booklet tells you what is in your **tenancy agreement**.



The tenancy agreement says what should happen when you live in one of our homes.

It says:

- what we must do
- what you must do.

You have to agree to these things if you want to live in the home.



You have to sign the tenancy agreement to show you agree with it.

Make sure you are happy with everything it says first.



Ask your local Housing Officer to explain anything you are not sure about.

Your rights and what you must do



Rent, heating and other costs

You have to pay rent and heating every week.

You must pay the rent, heating and other costs on time.



We can change how much money you pay for rent, heating or other things.

We have to tell you at least **4 weeks** before.

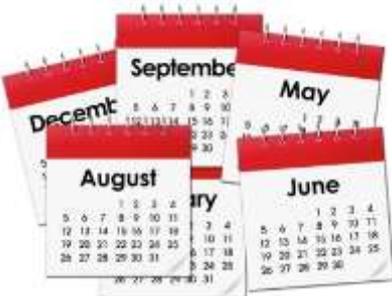


The heating company may stop your heating if you do not pay on time.

You will have to pay for it to start again.

We may stop the heating if you won't let us check it and we cannot be sure it is safe.

We have to tell you at least **3 months** before.





Living in the home

You can only use the home to live in.

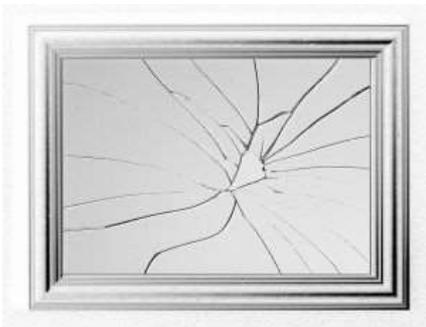
You cannot use it for anything else like running a business.



Looking after the home

You must keep your home clean and tidy.

You must take care of the home and try hard not to break things.



If you break or lose our things

We will charge you money to get new things or fix things.



Things you must look after in the home:

The garden and hedges



Glass in the windows if you break it



Fixing some things in the home like

- plugs



- things that go on doors like locks or door handles



- drawers
- curtain rails
- coat hooks



Sometimes you have to get new sinks, toilets or baths



You have to fix anything that is yours.

Things we must look after:

We must make sure the inside and outside of the home is safe. For example,



- doors



- window frames



- the walls
- the roof



- electricity wires and plug sockets



- heaters or fires that were there when you moved in



- pipes, drains and gutters



- radiators



- garden paths, walls, fences and gates



- painting the outside of the home



Changing the home

You must ask your local Housing Officer first before making changes to your home, like:

- the types of heaters
- changing the windows to double glazing.



You cannot make big changes to the home like building something new.



Keys

You must pay for any keys you lose.

The people who live near you (your neighbours)



You must not do anything that will cause a problem for your neighbours.

For example, you cannot:

- make too much noise
- be rude to them
- park large vans or boats outside.



Pets like cats or dogs

In some homes you can keep one pet.

Check with your local Housing Officer first.



Letting other people live in your home

You must ask your local Housing Officer if you want to change something about being a tenant in the home.

For example, if you want to:

- change homes with someone else
- rent out part of your home to someone else
- get someone else to be a tenant instead of you.



Letting us into the home

Sometimes we may need to come into your home to do things like:

- check the home
- check the heating or electricity
- fix things or change things that we need to.

You must let us do this.



We will tell you at least 1 day before if we can.

We will try not to come round before 9am and after 6pm.



Only let people into your home if you know who they are.

Gas you use for cooking

You must check with your local Housing Officer if you want to use any other type of gas.



Breaking the rules

If you break the rules we may write to you.

We may say you have 2 weeks to stop the problem.



If you damage anything on purpose or make bad changes to the home

If we need to fix any damage in the home we can come into your home.

We can also charge you money for anything we need to fix.





Leaving the home

You must write to tell us if you want to move out.

You need to tell us **4 weeks** before you want to go.

You will have to move out after the 4 weeks. Your last day will be a Monday.

We will tell you when this is.

We must write to you if we want you to move out. We must tell you **4 weeks** before as well.



When you leave the home

You must leave the home clean and tidy.

You must make sure everything in the home is OK and not broken.





Some words you may need to know

The word	What it means
Tenant	You are a tenant when you move into your home and start paying rent there.
Landlord	We are the landlord. This means we own the home you live in.
Tenancy agreement	This is the document you have to sign when you move in. It says the rules for the home. Make sure you agree to everything it says before you sign it.
Housing Officer	This is someone who works for us. You can speak to them about any problems or to find out more.

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