

Your home

Your rights and what you need to do





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What this booklet is about

HousingExecutive

We are called the Housing Executive.



This booklet is about living in one of our homes.

It tells you what your rights by law are.



It tells you:

- what we must do
- what you must do.

There are some words you may need to know at the back of this booklet on page 14.



You will also have another document called a **tenancy agreement**.

This says what you must agree to when you move in.

You have to sign it.
Make sure you are happy with it first.





The first year in your home

When you move into your home you will be a **tenant**.

This is someone who pays rent to live in a home.



For the first year you will try out living in the home to see how you get on.

If everything is OK you can carry on living there.

But if you break the rules you may have to leave.

What happens after the first year



After the first year you will be a **secure tenant**.

This means you can stay in your home unless:

- you break the rules
- there is a reason by law that we have to ask for the home back.





Your rights

The law says you have some rights when you live in your home.



Check with your local Housing Officer first if you want to do any of these things.

They can tell you what you need to know.



1. Fixing your home

You can fix some things in your home and do some things to make the home better.

Check with your local Housing Officer first.



2. Someone else living in your home if you die

If you die, your husband, wife, civil partner or someone in your family may be able to live in your home.



3. Someone else being the tenant instead of you

You can sometimes get someone else to be the tenant instead of you.

For example, sometimes if you swap your home or move to a care home.



4. Telling you about changes to the rules

We must talk to you about any changes to the rules for your home.

Your rights after the first year



Here are some extra rights you have after the first year of living in your home.

1. Someone else being a tenant with you

You may be able to get your husband, wife or civil partner to be a tenant with you in your home.



This is called a **joint tenancy**.



2. Someone to help you pay the rent

You can get someone to live with you to help you pay the rent.

They are called a **lodger**.

You must tell your local housing office.

You may lose some benefits money if you get a lodger. It is a good idea to check first.



3. Information we keep about you

You can check to make sure the information we keep about you on our computers is right.

Ask your local Housing Officer. They should let you see the information in **2 weeks** or less after you ask.



Here are some more things you can do.

But you must ask your local Housing Officer if it is OK first.



4. Renting part of your home to someone else

You can stay as a tenant and rent out part of your home to someone else.

This means someone else will live in part of your home and pay you rent.

You cannot rent out all of your home.



5. Changing homes with someone else

You can change homes with another tenant like you.

Remember to check it is OK with us first.



What we must do

1. If we want to ask you to leave we must:
 - write to you to tell you this. We must do it 4 weeks before we want you to move out
 - ask the courts first as well.



2. We have to tell you about:
 - anything you need to know about your home
 - any changes to the rules for your home.

You can tell us what you think of these things.



3. We can change how much you pay for your rent or heating. But we have to tell you **4 weeks** before.

What you must do



You may have to leave your home if you break the rules in your tenancy agreement.

Ask your local Housing Officer if you are not sure about any of this.



Rent and other costs

You must pay your rent and other costs on time.



Being polite and fair to other people

You must treat other people in the home and your neighbours in a good way.

You must not do anything that breaks the law.



You must not cause problems for other people. For example, by making too much noise or parking large vans outside.

People who live with you or visit you must behave in a good way too.



Living in your home

You can only use your home to live in.
You cannot use it to run a business.



Keeping your home clean and safe

You must keep your home clean and tidy.
You must try not to damage anything.
You must keep the garden tidy too.



Pets like cats or dogs

You can sometimes have one pet.
But check with your local Housing Officer first.



Gas you use for cooking

If you want to use another type of gas
ask your local Housing Officer.



Rubbish

We will give you a bin. You have to pay for a new bin if something happens to it.

You have to take the bin out on the right day when the rubbish is taken away.

Checking your home



We may need to come to your home to fix or check things.

You must let us do this.

We will try to tell you at least 1 day before.

Keeping your things safe



It is a good idea to get **insurance**.

This is money you pay to a company in case something like an accident or fire happens.

The company will pay for new things if this happens.

Problems with neighbours



If there is a problem try to talk to your neighbour first.

Speak to your local Housing Officer if this does not solve it. They will help you solve it.



Leaving your home

You must tell us at least **4 weeks** before you want to leave.

This is called giving us notice.



You must tell us in a letter or talk to your local housing office.



You must give back the keys by 12pm on the day you leave.



You must leave the home clean and tidy.

You must take all your things with you.



You cannot leave anyone living in the home.

You may have to pay for anything you break or damage in the home.



Hard words and what they mean

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.
Introductory tenancy	<p>This is when you see how you get on for the first year of living in your home.</p> <p>If there are no problems you can carry on living there.</p> <p>If you break the rules of the home you may have to leave.</p>
Secure tenancy	After a year of living in your home you will be a secure tenant . This means you have more rights.
Civil partner	<p>If you are 2 men or 2 women in a relationship together you may decide to have a civil partnership.</p> <p>This is when you say you will stay together. You have many of the same rights as married people.</p>
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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