



Your Tenancy Agreement Explained

Your Tenancy Agreement is a legal document signed by you and Shropshire Council. It sets out the rules of your tenancy, your rights and responsibilities and those of Shropshire Council. This leaflet tells you about the most commonly asked questions about your Tenancy Agreement.

The agreement gives you tenancy rights, one of your rights means that your tenancy cannot be ended unless certain conditions apply. However if you do not keep to the rules of the agreement, we may take action that would mean that you could be asked to leave your home.

Your Tenancy Agreement is an important document, which tells you:

- The full name and address of your landlord
- The type of tenancy you have and the start date
- How much rent and any other charges you must pay
- Your rights and responsibilities
- Your landlord's rights and responsibilities
- Whether you have the Right to Buy your home
- Tenant Involvement information and consultation.

What are the different types of Tenancy Agreement I can have?

When you signed your Tenancy Agreement the type of tenancy you were given would have been either a Secure Tenancy - or an Introductory Tenancy Agreement (Starter Tenancy) which normally lasts for a maximum period of 12 months.

However, if you do not keep to the rules of your Starter Tenancy, we may extend the Starter Tenancy for a further period of time.

At the end of this period, if you have kept to the rules of the Starter Tenancy it will automatically become a Secure Tenancy.

This will happen on the date written in the Tenancy Agreement.

If you have not kept to the rules of the Starter Tenancy, it may be ended at any stage during the starter period, but a court order could not take effect until, at the earliest, six months from the start of your tenancy. Please note that a judge must grant a Court order if we can prove you have broken your tenancy rules.

Key facts about Introductory (Starter) Tenancies

The key difference is that we can end or extend your Starter Tenancy if you have broken the rules of your tenancy. Also, Introductory Tenants do not have the right to exchange or buy their home.

The important rules in your Tenancy Agreement. You must:

- Use your home as your only or principle home
- Make sure the rent is paid
- Obtain our written permission if you want to use your home to run a business
- Keep to the rules regarding keeping pets
- Look after your home and any gardens or common areas
- Not allow anyone to cause damage
- Obtain our written consent before making any changes to the property. You can make improvements to your home, but you must get our written permission first. This will not be refused without good reason
- Not allow or use your home to be used for illegal purposes
- Not cause or allow others visiting your home to cause a nuisance, anti-social behaviour or harass people (see Community Responsibilities for more details).

Your Community Responsibilities

Shropshire Council works with you to develop and maintain communities. Your Tenancy Agreement outlines your responsibilities about the care of your home, nuisance, harassment and anti-social behaviour. One important point to remember is that you are responsible for the behaviour of the people who live with you and those who visit you. This responsibility covers behaviour in your home and in the community.

The rules are that you, or they, must not:

- Cause nuisance, anti-social behaviour, or harassment
- Cause noise nuisance, for example, from electrical equipment or motor vehicles
- Cause damage either to your home or within the community
- Cause, threaten or use violence against another person
- Commit an arrestable offence in the property or local community.

Any breaches of these conditions are taken very seriously and may result in legal action against you, including the loss of your home.

Your tenancy rights include:

Succession - If you die, it is possible, under certain circumstances, for a member of your family to take over the tenancy and become the new tenant, with all the rights and obligations that you have. If the person left in the property does not have the automatic right to take over the tenancy, we will consider their circumstances and may offer them a tenancy in another home that is more suited to their needs. For more information, please contact your Housing Officer.

Assignment (not available for Starter Tenants) - You may assign your tenancy to someone else in certain circumstances e.g. if you find another tenant to swap with, or if a judge decides who should have the tenancy. You should not assign your tenancy without getting our permission first.

Access to information - Under the Data Protection Act, you have the right to see certain information that we hold about you. You must make a written request and pay any fee required. If you disagree with any of the information, you have the right to correct it, or record your disagreement.

What to do if you want to end your tenancy:

- Give us at least 28 days notice, in writing, starting on a Monday
- Return all the keys and leave the property in a good condition
- Remove all of your belongings and ensure that everyone moves with you. If belongings are left, we can remove them, but may charge you for removal and disposal.

Can Shropshire Council end your tenancy?

We would normally only end your tenancy as a last resort. However, if you don't keep to the rules written in your Tenancy Agreement, then we may apply to the Court for possession of your home. This would include having a rent debt, causing anti-social behaviour or being convicted of an arrestable offence in the property or local community. You may not be housed with us in the future if you have broken any of your tenancy rules.

If you would like this information in large print, braille, on audio cassette, in a language other than English or as an easy read document please contact landlord services on: 0345 678 9005 or email: council.landlordservices@shropshire.gov.uk

Get in touch...

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