

# Information about my tenancy

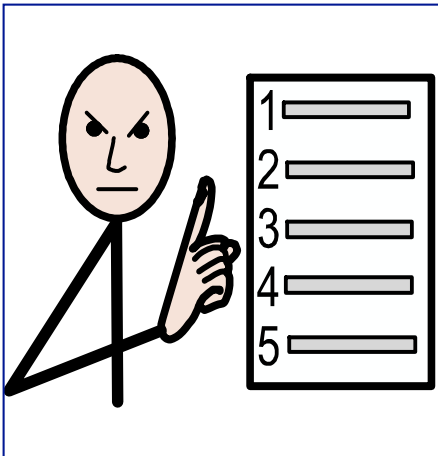
## IMPORTANT

This book gives information about my tenancy. It is not a tenancy agreement.

# What is a tenancy (1)?



When you live in a house and pay money to a landlord for living there, you get a certificate.

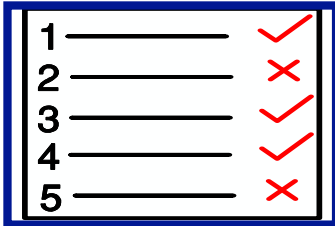


It tells you what the rules are for living in that house.

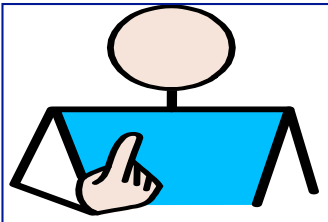
This certificate is called a **tenancy agreement**.

# What is a tenancy (2)?

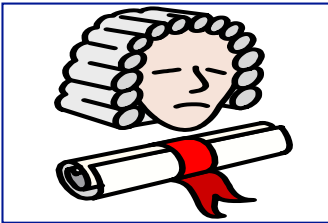
## How can a tenancy agreement help me?



The tenancy agreement tells you what you can do and what you can't do



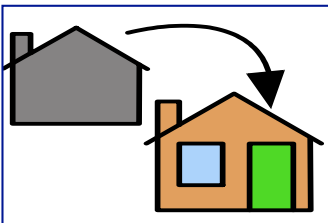
It tells you about your responsibilities (the things you have to do).



It tells you about your rights (things that you should happen to make it fair).



It tells you about your rent.



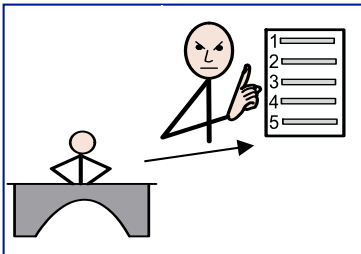
It tells you when you can move in.



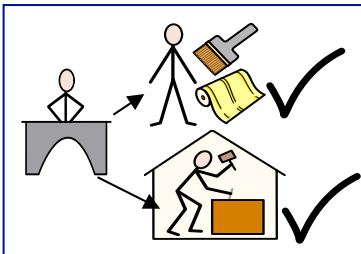
It tells you about what will happen if you break the rules

# What is a tenancy (3)?

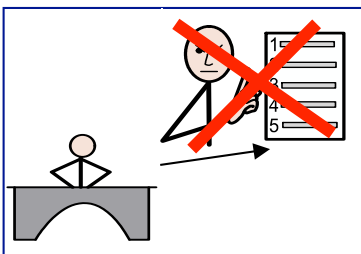
## How can a tenancy agreement help my landlord?



It tells your landlord about the rules that **they** have to follow

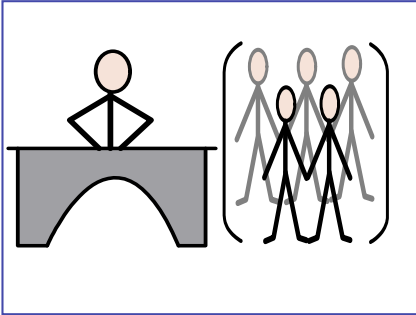


It tells the landlord about **their** responsibilities (the things **they** have to do).



It tells the landlord what they can do if you break the rules.

# What is a landlord?



This is the person or group of people that looks after the place where you live

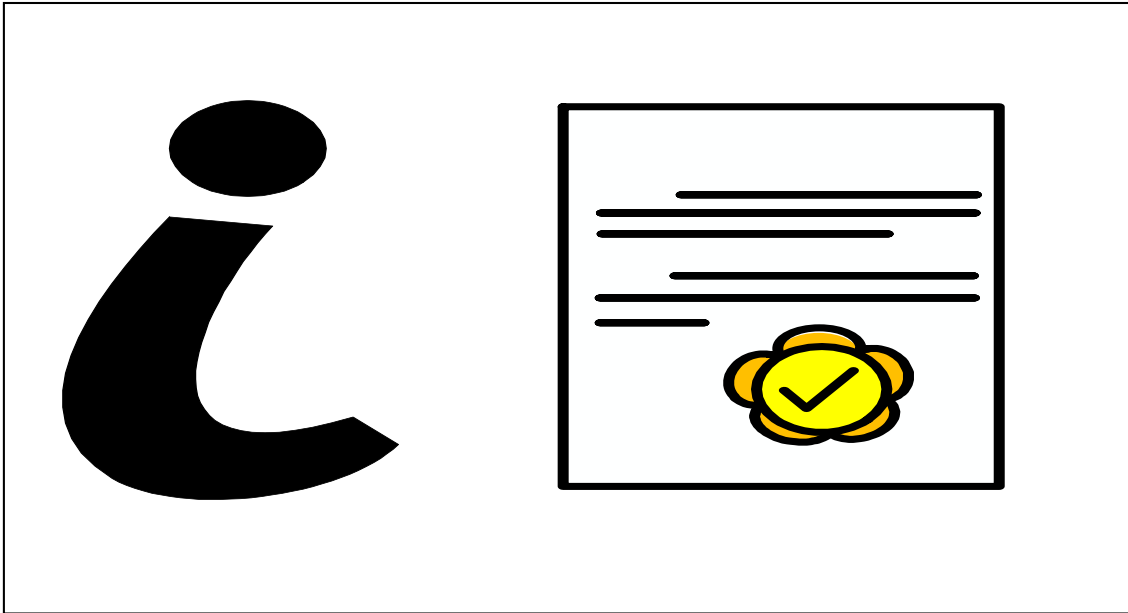


My landlord is ...

# What is a responsibility?

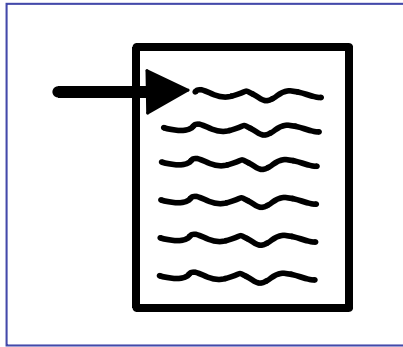


These are things that you have to do

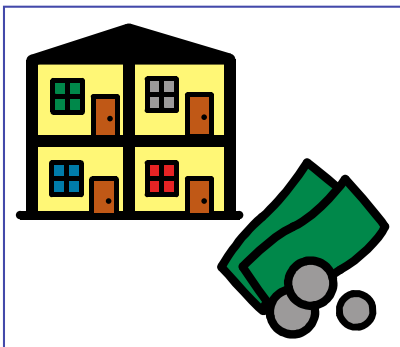


Insert .....’s photo

Information about  
.....’s tenancy



My tenancy started on .....



My rent is £..... a week.

This is paid out of my bank account every 4 weeks.

I get housing benefit to help me pay my rent.



# These things are the landlord's responsibility



Make sure the outside of .....’s house looks good.

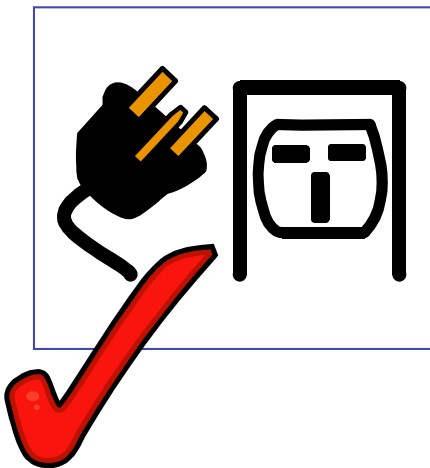


Make sure that .....’s house is safe and everything he bought works

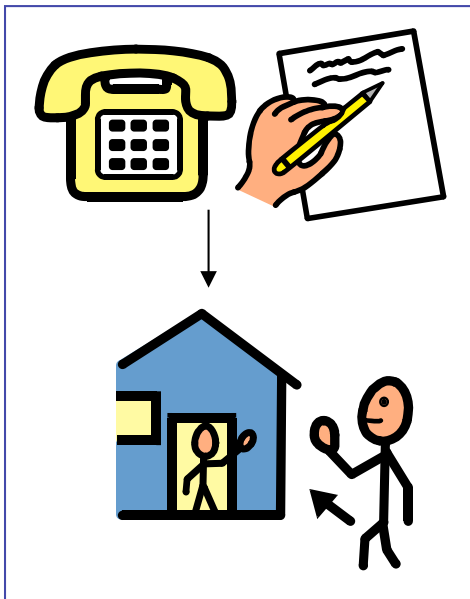


Make sure the boiler works

# These things are the landlord's responsibility (2)

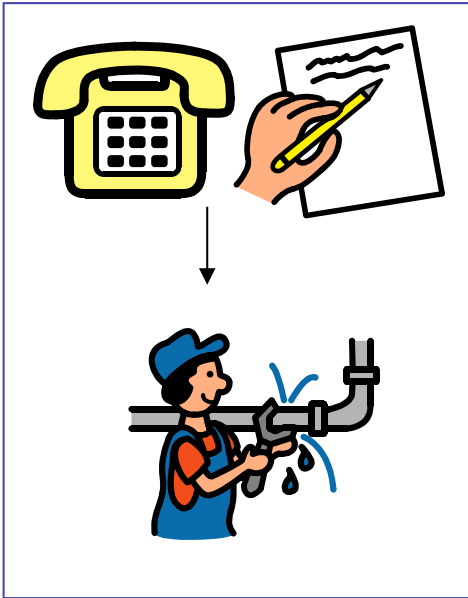


Make sure the electric works

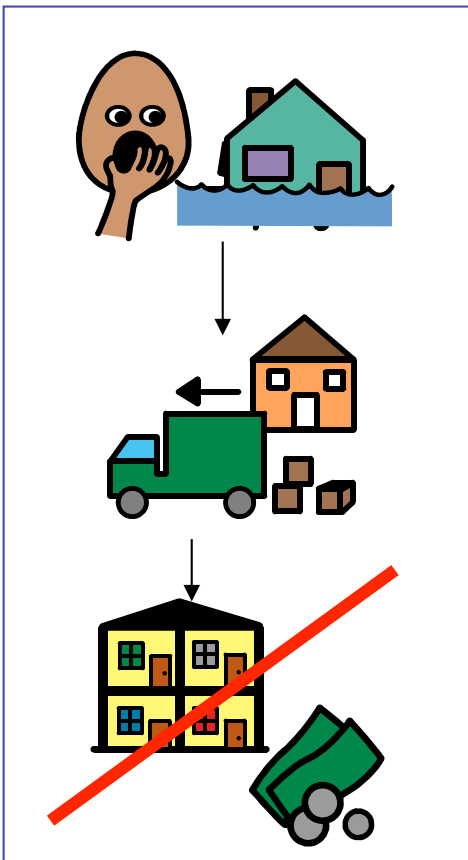


The landlord must telephone .....  
or send ..... a letter if they want  
to visit the house

# These things are the landlord's responsibility(2)



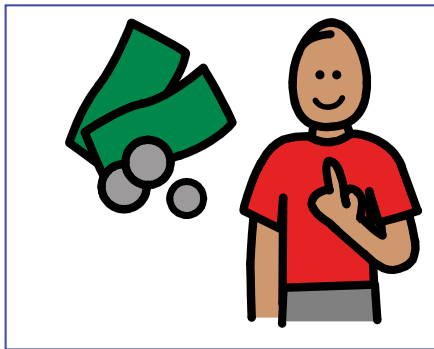
The landlord must telephone or send ..... a letter if he is sending workmen to the house to mend something



The landlord will not charge ..... rent If something is broken and ..... has to move out of their house so that it can be repaired - as long as the damage was not caused on purpose by .....



# These things are ....'s responsibility (1)



Pay the bills



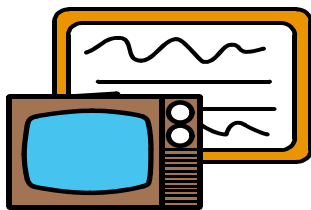
Rent



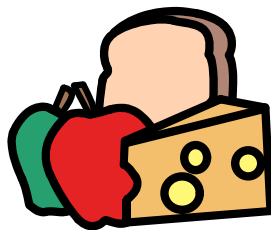
House insurance



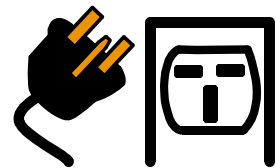
Telephone



TV Licence



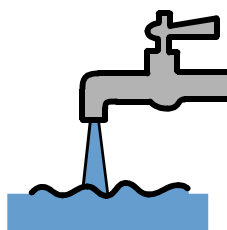
Food



Electric



Gas



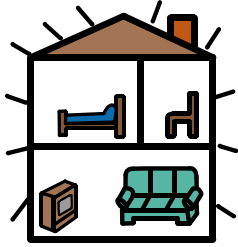
Water



Transport



# These things are ... 's responsibility (2)



Keep the house clean



Keep the garden neat and tidy



Make sure that all her electrical things  
are safe.



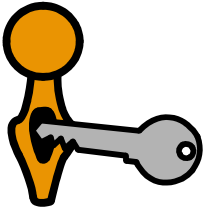
Take care of the landlord's house  
and belongings



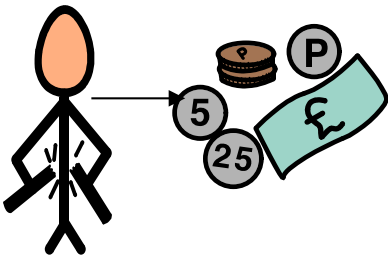
Let the landlord or workmen in to do  
repairs



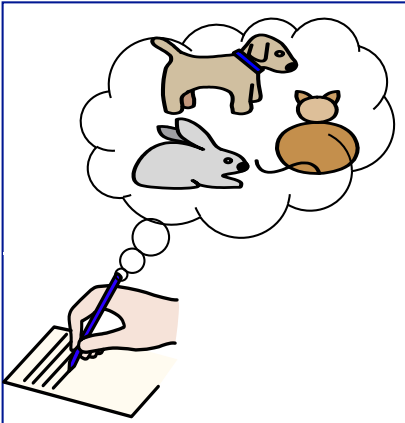
# These things are .....'s responsibility (3)



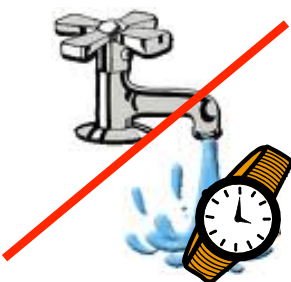
When ..... goes out, they needs to make sure the doors and windows are locked.



..... must pay for things that belong to the landlord that are broken or lost on purpose



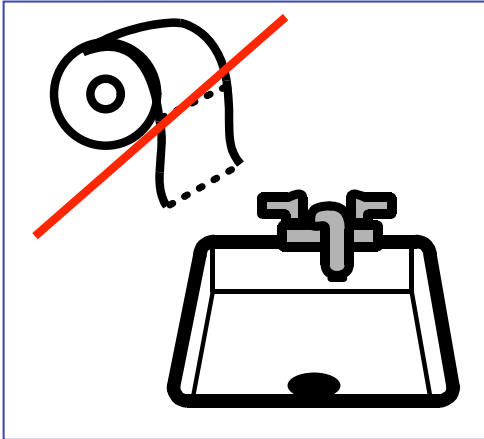
If ..... would like a pet, they need to ask the landlord first



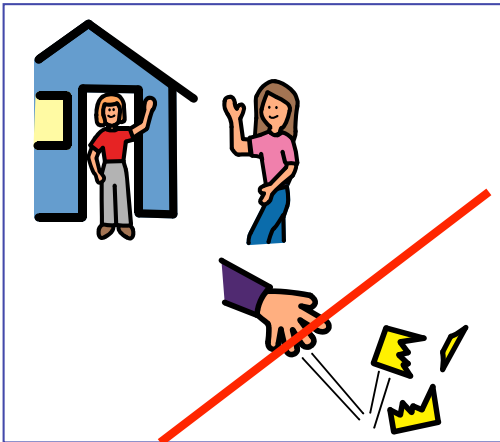
..... must make sure that things do not get damaged by water



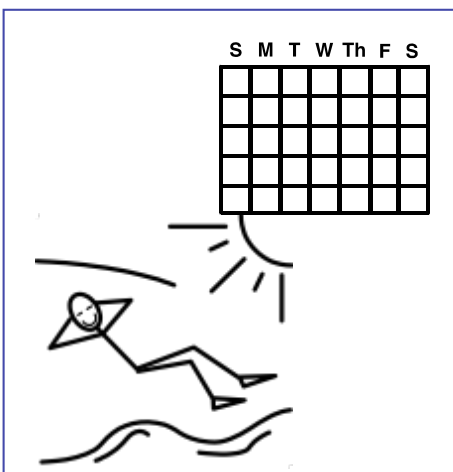
# These things are .....'s responsibility (4)



..... must make sure that the  
sinks do not get blocked

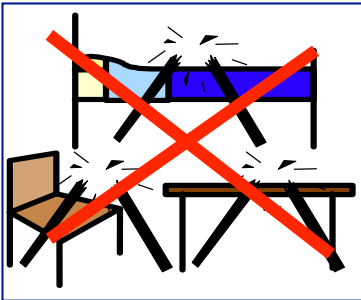


If ..... 's friends visit the house,  
..... must make sure that they do  
not damage things in the house.



..... must tell the landlord if they  
go away and leave the house empty  
for longer than 28 days

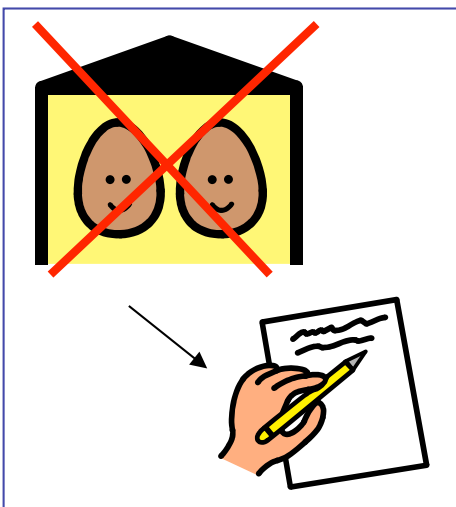
# These are the things that ..... must NOT do



..... must not break the  
landlord's things



..... must not sell the landlord's  
things



..... must not move someone  
else into the house without the  
landlord's permission



# These are the things that..... must NOT do (2)



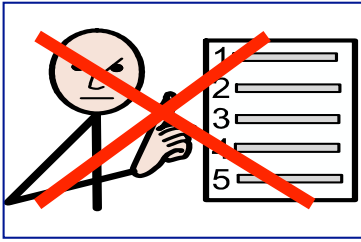
..... must not use portable gas  
or oil heaters



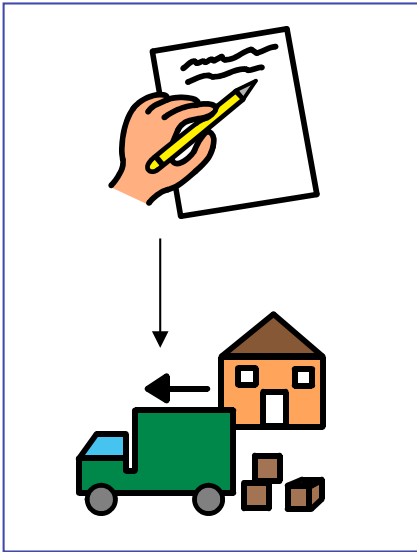
..... must not decorate or  
make changes to the house



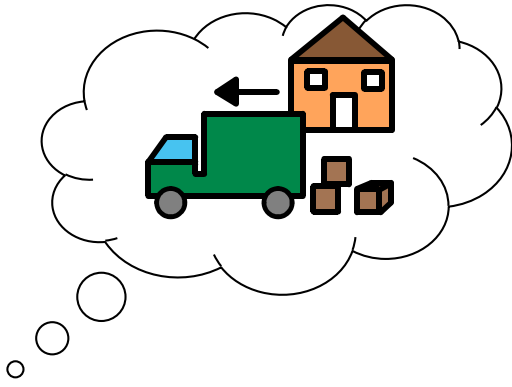
..... must not make too much  
noise or annoy the neighbours



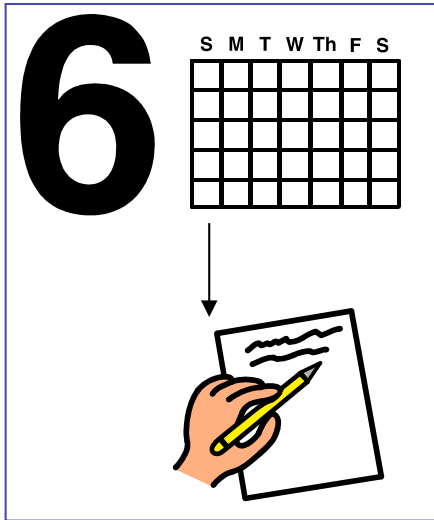
If..... breaks  
the rules



The landlord may write to ..... to  
tell them to move out of the house

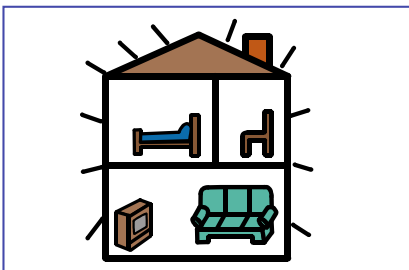


# If ..... wants to move



6 months before she wants to move,  
..... must write to the landlord to  
tell him that ..... wants to move.

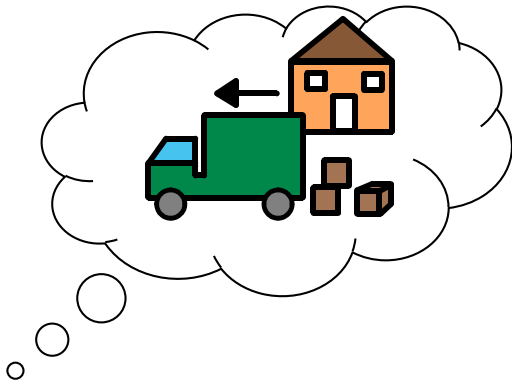
On the day that ..... moves out of the house



The house must be clean and tidy



All the landlords things in the house  
must be clean and not broken



# If ..... wants to move (2)



All the landlords things must be in the same place as they were when ..... moved in.



..... needs to take all the things that belong to ..... out of the house.



..... needs to give the landlord ALL the keys



..... needs to go to the house with the landlord to check everything is OK

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