

Tenancy Agreement

An easy-read guide



Address:
INSERT
ADDRESS
HERE



Your Tenancy Agreement



A tenancy agreement is a written agreement about your housing.



It includes what you pay, looking after your home and other rules.



This guide goes with your tenancy agreement and helps to explain it.



**Blue Words
Glossary**

This document uses blue words. If a word is complicated it will be explained in the booklet.

Your Tenancy Agreement



Your tenancy agreement gives you the right to live in your own house or flat as long as you do these things.



Pay the **rent**



Look after the house or flat



Rent

Rent is what you pay to live in your house or flat.

This agreement is between:



The Landlord:
WRITE NAME HERE

**INSERT
PHOTO
HERE**

You:
WRITE NAME HERE

What you are renting



Address
WRITE
ADDRESS
HERE



Date of tenancy
The tenancy begins on: **INSERT DATE HERE**

Date
-

Month
-

Year
2020

Your **self-contained** home



2 bedrooms



1 bathroom



A garden



A kitchen



A lounge



A utility room

AMEND AS APPROPRIATE

Services


Services


-  Cleaning & heating
-  Gardening
-  Window cleaning
-  Safety equipment

WRITE HOUSING PROVIDER HERE will make sure you get these services:



Alarm system and/or fire safety equipment 



Testing electrical equipment 



Fire risk assessment 



Health & safety checks 

Insurance



WRITE HOUSING PROVIDER HERE pays for building insurance in case something goes wrong with your house or shared areas of buildings.



If something goes wrong the insurance company gives money to **WRITE HOUSING PROVIDER HERE** to put things right. This could be things like fixing a sink or a door.



However, **WRITE HOUSING PROVIDER HERE** strongly recommend you take out contents insurance.



If you were to damage or lose something in your home, contents insurance will pay for it to be fixed or replaced.

What your Landlord must do



WRITE HOUSING PROVIDER HERE must keep your home safe and repair or replace things that are broken.



This includes making sure the heating, plumbing and lighting work properly.



WRITE HOUSING PROVIDER HERE must tell you if they are planning on doing any repair work.



WRITE HOUSING PROVIDER HERE must also tell you how you can complain about something if you are not happy.

What you must do



You must live in your own home.



Put rubbish in bins and not leave it lying around.



Tell **WRITE HOUSING PROVIDER HERE** if something is broken and needs repairing.



You must not upset other people. This could be shared residents or neighbours.

What you must do



Keep your home safe & **habitable**.

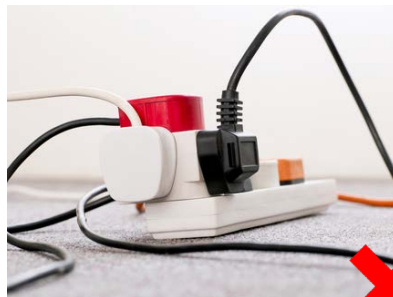


Habitable means keeping your home in good condition.

Some examples of keeping your home habitable



**Keeping
hallways & fire
exits clear**



**Not
overloading
plug sockets**

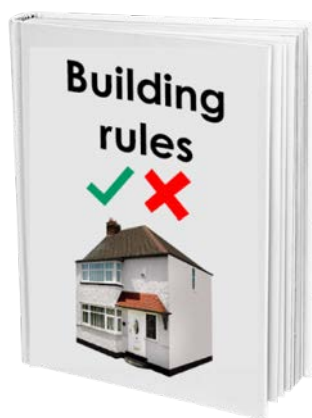


**Keeping your
home free of
mould.**

What you must do



Ask your landlord if you want to keep pets.



Keep to any other rules that go with the house. This could be about health, fire or safety.

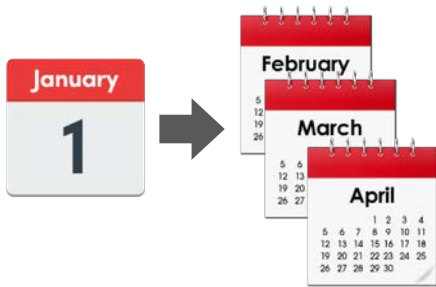


Let **WRITE HOUSING PROVIDER HERE** staff in to do repairs or to decorate any shared areas.



Before letting anyone in, always remember to ask for **ID**.

Being away from your home



If you are going to be away from your home for a long time, please let someone from **WRITE HOUSING PROVIDER HERE** know.

Moving out



If you want to leave your home for good, you must send **WRITE HOUSING PROVIDER HERE** a letter.



You must send the letter before you want to leave.

Moving out



If you are leaving your home for good **you must:**



Remove all your rubbish and belongings.



Return your keys **WRITE HOUSING PROVIDER HERE** .



Leave everything clean and tidy.



Blue Words Glossary

Rent



Rent is what you pay to live in your house or flat.



Housing Benefit may pay some, or all, of this direct to **WRITE HOUSING PROVIDER HERE** for you. If not, you must pay it.



Landlord

A Landlord is someone who owns a property and allows another person to live in it for a fee.



ID

ID is short for identification. This is usually a badge with a photo, name & job title to help identify someone.



Ace Anglia



This booklet was made in co-production between Ace Anglia & Orwell Housing Association. It is intended to be a shared resource to benefit anyone with additional communication needs.



Online

Ace: aceanglia.com

Orwell Housing: orwell-housing.co.uk



e-mail

Ace: info@aceanglia.com

Orwell Housing: info@orwell-housing.co.uk



Phone

Ace: 01449 678088

Orwell Housing: 0345 60 100 30