

It is for your own home



You must pay your rent



Keep the tenancy rules



And look after your home
Keep it clean and tidy



The Landlord is

Insert photo
or logo of
landlord

The tenant is

Your photo

Address

Description
including rooms
furniture and
equipment



Starting date

.....



Weekly rent

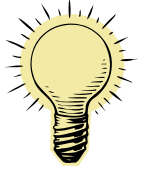
.....



Services

The landlord may also provide services listed in the Tenancy Agreement such as (tick the boxes)

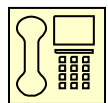
☐ Lighting and Heating



☐ Hot water



☐ Telephone



☐ Alarm system and fire safety equipment



☐ Furnishings and equipment



☐ Cleaning

☐ Gardening



☐ Insurance* for the building, landlords equipment and furniture

☐ Other things

*Insurance money is paid to put things right if anything goes wrong in the house.

The Landlord must

- ✓ Keep the house or flat in good repair - heating, plumbing and electrics
- ✓ Tell you how they do repair work
- ✓ Tell you how to make a complaint
- ✓ And any other rules they follow



What you must do as tenant

- ✓ To live in your home and keep clean and tidy
- ✓ Tell your landlord if repairs are needed
- ✓ Let the landlord in to do repairs or decorate
- ✓ Be a good neighbour
- ✓ To keep any house rules that go with this Agreement especially about health, fire and safety



What you must not do

- ✗ You must not damage your home, or fittings
- ✗ You must not be a nuisance to others
- ✗ You must not be too noisy



If you want to move out
You should tell the Landlord



And if you break the tenancy
rules you could be asked to leave



12 Tenancy Passport

*A **Tenancy Passport** should be completed by the support worker or care manager and will form the basis of the person's support plan for tenancy support. This passport should be regularly reviewed as the person gains skills enabling them to manage more of their tenancy tasks. It should be regularly reviewed and updated not something only carried out once.*

What the person understands about their tenancy and what help they may need with managing in their home and keeping to their agreement.

Tenant name:.....Date:.....

What I understand about my tenancy rights and responsibilities

What does the person know about their tenancy rights and responsibilities?

What the landlord must do

- ✓ Keep the house or flat in good repair - heating, plumbing and electrics
- ✓ Tell you how they do repair work
- ✓ Tell you how to make a complaint
- ✓ And any other rules they follow

What you must do as the tenant

- ✓ To live in your home and keep clean and tidy
- ✓ Tell your landlord if repairs are needed
- ✓ Let the landlord in to do repairs or decorate
- ✓ To ask if you want to keep any pets
- ✓ To keep any house rules that go with this Agreement especially about health, fire and safety

What you must not do

- X You must not damage your home, or fittings
- X You must not be a nuisance to others
- X You must not be too noisy

Other housing-related decisions

As well as any terms of agreement there may be other things where help may be needed:

- ☐ Getting furniture and equipment
- ☐ Doing decorations or minor improvements
- ☐ Getting supplies for heat, light and phone and a payment system
- ☐ Plan for a budget and managing money

Tenancy Passport

What I can do, and the decisions I can make about my tenancy independently or with some support.

Reporting repairs, looking after the property, being a good neighbour?
What support do they need - reminders, practical help to contact Landlord or get decorations done, getting equipment and looking after it?

What help I am getting to learn more about my tenancy

What help is the person getting to learn more about their tenancy responsibilities and rights?

Decisions I need someone else to make for me about my tenancy

What help managing and decisions about the tenancy – agreeing any changes, dealings with the Landlord, notifying repairs, making a complaint?

Those who help me with my tenancy

The names and roles (including their legal standing with regard to decision-making) of people who provide the above support.

Checking to make sure my tenancy is looked properly

What is needed to ensure the tenancy condition are met, avoiding breach of tenure? This could include a review of performance, work with person to gain skills and understanding about their rights and responsibilities)

Person completing passport:

Role:

Date: