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Tenancy Agreement

An easy-read guide



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**For use when printing in booklet style
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This document is editable



This document was designed to be edited to make it unique for the individual.



All editable text is highlighted in **bold red text***. Please also use the grey boxes as a guideline when inserting images.



PDF

When complete it is a good idea to save as a PDF. This will decrease the file size & solve formatting issues.

Ace Anglia

This form was designed by Ace Anglia. If you have any issues or queries with the form please e-mail **info@aceanglia.com**



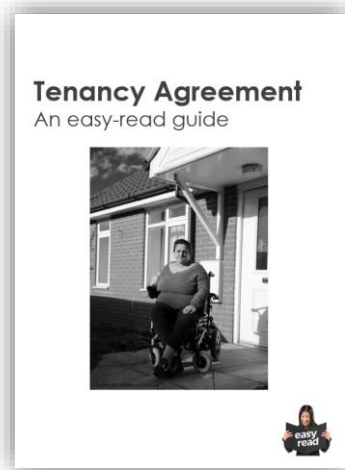
Your Tenancy Agreement



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.

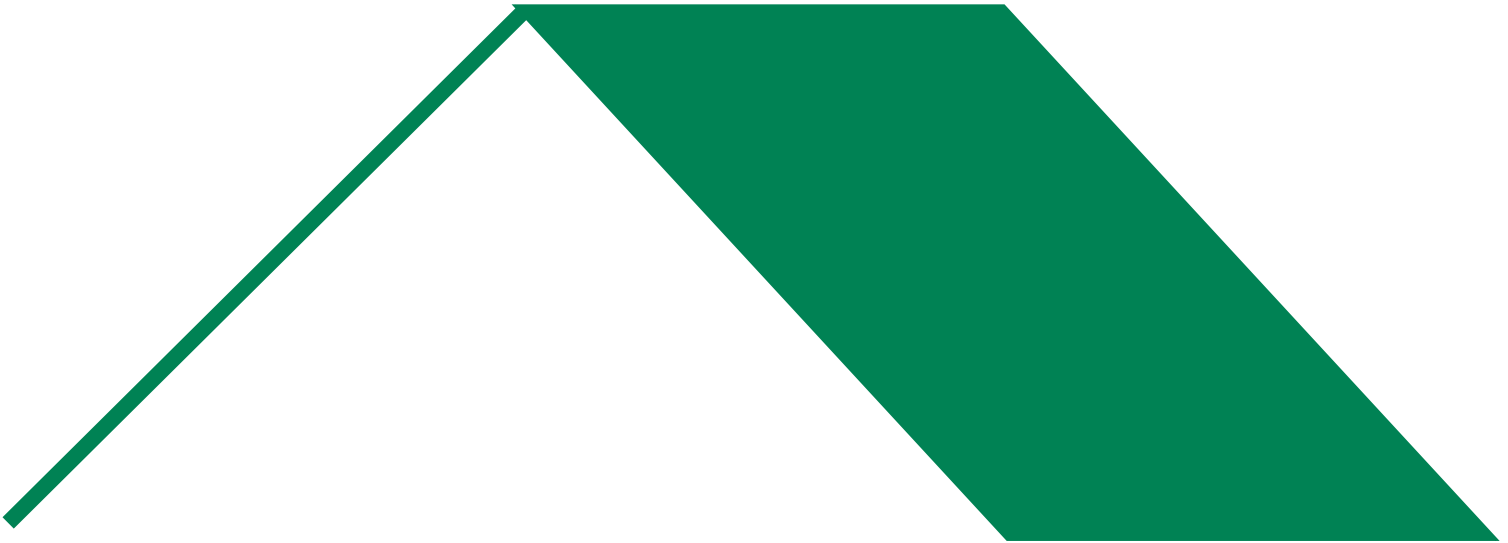


**Blue Words
Glossary**

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



Your self-contained home



Insert number here*
bedroom(s)



Insert number here*
bathroom(s)



A garden



A kitchen



A living room



A utility room



**Insert room
name here**

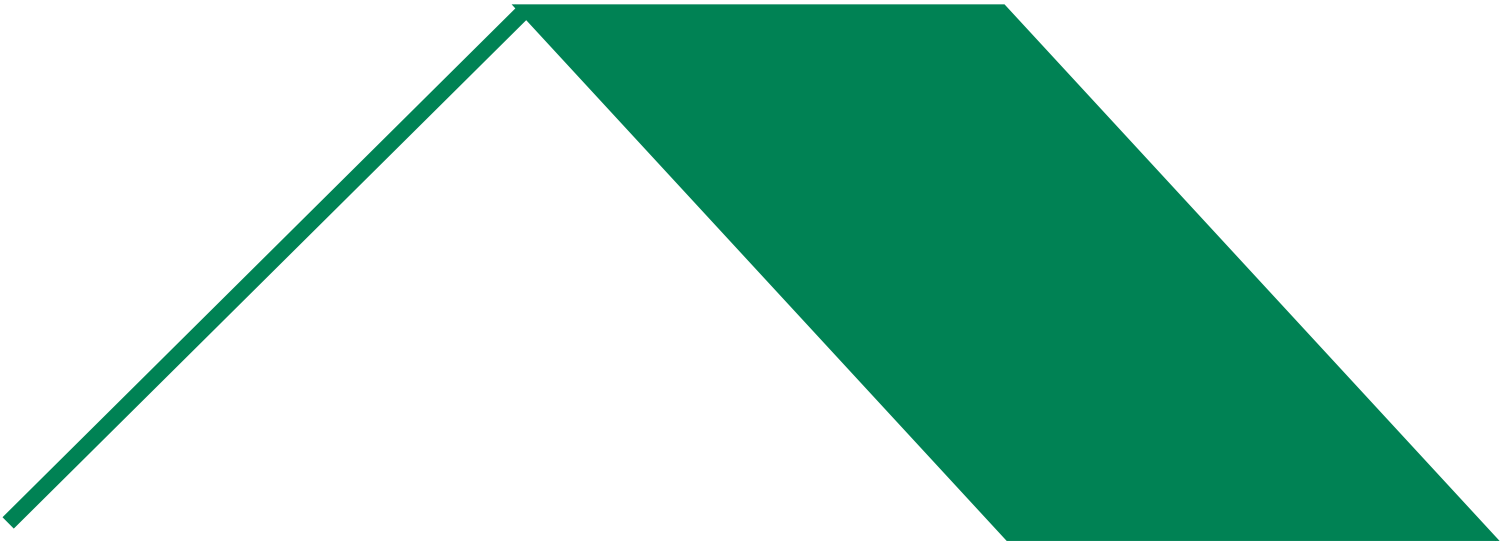


**Insert room
name here**



**Insert room
name here**

Your shared home



Insert number here*
bedroom(s)



Insert number here*
bathroom(s)



A garden



A kitchen



A living room



A utility room



**Insert room
name here**



**Insert room
name here**

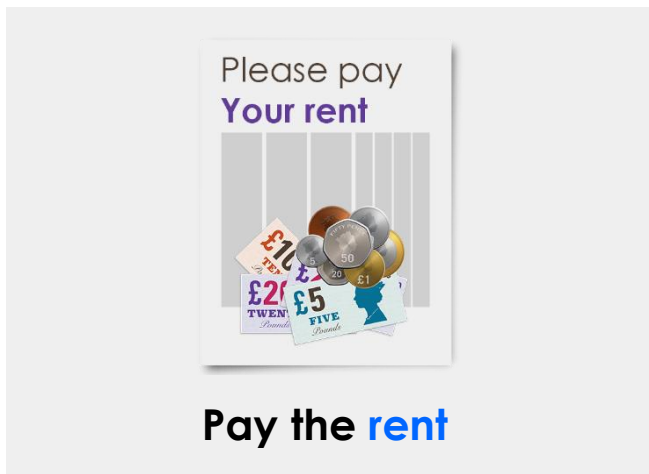


**Insert room
name here**

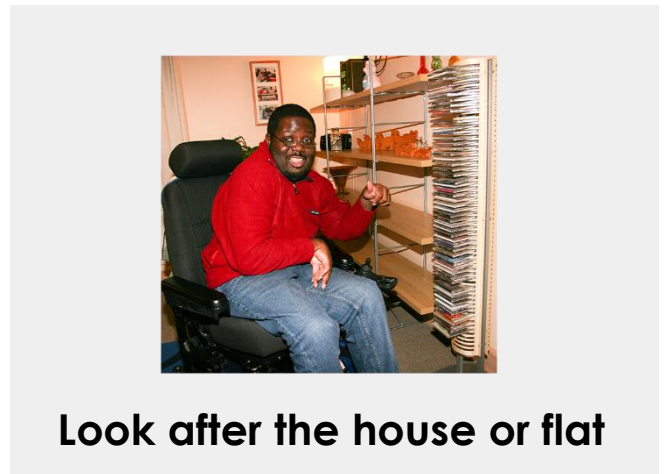
Your Tenancy Agreement



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



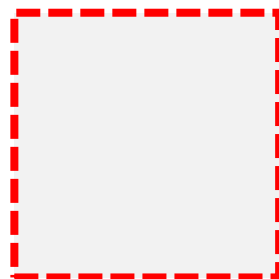
Rent

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

This agreement is between:



The **Landlord**
(write name here)*



Your Housing
Provider



You
(Insert name here)*

What you are renting

List of furniture



1 wardrobe



2 chest of drawers



2 sofas

Furniture

If the house, flat or room has furniture, there will be a list in the agreement.

Tenancy Agreement



My agreement starts on:



Date of tenancy

The tenancy begins on: **(insert details below)***

Date

31

Month

12

Year

2017

Insert logo here

Services

Services



Cleaning & heating



Gardening



Window cleaning



Safety equipment

Insert name here will make sure you get these services: **(add/delete where appropriate)***



Cleaning & heating of shared spaces



Window cleaning of shared spaces



Gardening of shared spaces



Servicing and repairs of specialist equipment

List of furniture



1 wardrobe



2 chest of drawers



2 sofas

Furniture (you will get a list of what **insert name here** provides)

Insert logo here

Services (continued)

Services



Cleaning & heating



Gardening



Window cleaning



Safety equipment

Insert name here will make sure you get these services: **(add/delete where appropriate)***



Alarm system and/or fire safety equipment



Electrical Testing

Testing electrical equipment



Fire risk assessment



Health & safety checks

Insert logo here

Insurance



Insert name 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 **insert name here** to put things right. This could be things like fixing a sink or a door.



However, **insert name 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



Insert name 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.



Insert name here must tell you if they are planning on doing any repair work.



Insert name 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 **insert name here** if something is broken and needs repairing.



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

Insert logo
here

What you must do



Keep your home safe & **habitable**.

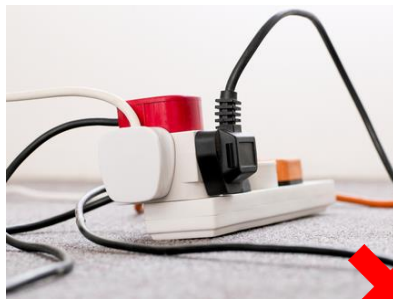


Habitable means keeping your home in good condition.

Some examples of keeping your home habitable



**Keeping
hallways & fire
exits clear**



**Not
overloading
plug sockets**

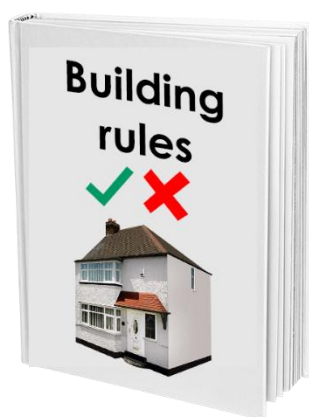


**Keeping your
home free of
mould.**

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.



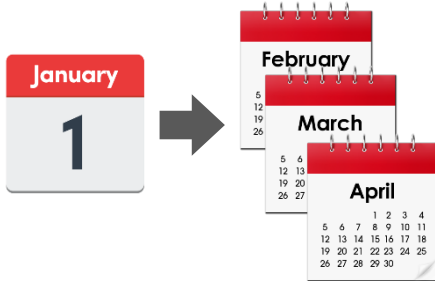
Let **insert name here** staff in to do repairs or to decorate any shared areas.



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 ask someone to let **insert name here** know.

Moving out



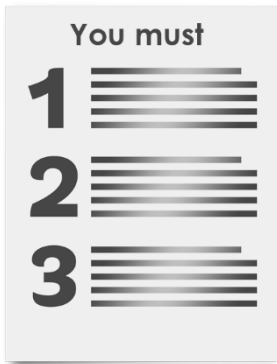
If you want to leave your home for good, you must send **insert name here** a letter.



You must send the letter at least **insert timeframe here** 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 to **insert name 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 **insert name 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.

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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.



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