

Advice

If we did take action against you, you can get advice from a citizens advice bureau, advice centre or a solicitor.

Becoming a secure tenant

A review of the trial period will take place shortly before its conclusion. This will involve an interview. If the trial period has been completed satisfactorily then your tenancy can become secure. A different Tenancy Agreement will then be signed.

We are here to help

This leaflet tells you what happens if there are problems with your Introductory Tenancy. This is to show you that we are serious about collecting rent and protecting people from anti-social behaviour. But the vast majority of Introductory Tenants are responsible and go on to be Secure Tenants.

As and Introductory Tenant you will also get the same protection as a Secure Tenant if you are a victim of someone else's anti-social behaviour.

If you have any worries at all about your tenancy or any part of the housing service, please contact the housing office straight away.

Warwick District Council Housing Department

PO Box 2175
Riverside House
Milverton Hill
Leamington Spa
CV32 5QE

Tel. (01926) 456424 or 456425

www.warwickdc.gov.uk

Warwick District Council strives to ensure that all people regardless of ethnic origin or disability can access its services. All information can be made available in braille, cassette tape or other languages if required.

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Warwick District Council

Introductory Tenancies

A guide for new Tenants



Introductory Tenancies

Housing Department



Welcome to Warwick District Council

As a new tenant of Warwick District Council you have both rights and responsibilities. Warwick District Council also has rights and responsibilities. Your new tenancy agreement explains what these are, and we would advise you to read it carefully.

Your tenancy agreement is designed to make sure you can enjoy all the benefits of a Council tenancy, and to protect you and your community from the problems of anti-social behaviour.

To help us to do this we give all new tenants a trial period to show that they can keep to a tenancy agreement, look after their home and not be a nuisance to neighbours. This period is called an Introductory Tenancy.

As a new tenant you have signed an Introductory Tenancy Agreement. If there have been no problems after 12 months you will be invited to become a Secure Tenant.

We hope your Introductory Tenancy period will be trouble free and that you will go on to be a Secure Tenant. We will try to help you if you have difficulties. But you need to know what will happen if you break your tenancy agreement - this leaflet describes what will happen.

Types of tenancies

There are two types of Council tenancy:

- Introductory
- Secure

You are starting as an Introductory Tenant. This means that for the first 12 months you don't have all the rights of a Secure Tenant, and could be evicted more quickly and easily if you break your tenancy agreement.

Rights

All Council tenants have rights and responsibilities. However, as an Introductory Tenant, you don't have the right to:

- take in lodgers/sublet
- make improvements
- exchange with another tenant

But you can apply to the Council to: take in lodgers; or improve your property.

The Council will then decide if you can go ahead on a discretionary basis.

As a new tenant of the Council you will not have the Right to Buy yet - but your occupation will help establish a discount entitlement should you choose to purchase in the future.

If there are problems

Most people will pass smoothly from their Introductory Tenancy to a Secure Tenancy. But we will act quickly against anyone who breaks their tenancy agreement. We will always investigate to see if things can be sorted out, but if the problem is serious or if you won't co-operate to find a solution, we will take action to evict you straight away.

Rent

Your tenancy agreement says that you must pay your rent on time. If you are two weeks behind we will contact you. We will check you are getting the correct benefits and let you make an agreement to pay off the arrears in regular amounts on top of your weekly rent. However, if you fall four weeks behind we may start legal action to evict you. We will also take action if you are persistently late paying or fail to keep an agreement to repay.

Anti-social behaviour

If we receive complaints that you have been acting in an anti-social way, we will investigate thoroughly, collect evidence, interview witnesses, etc. If the complaint is justified we will take action. If the problem is minor we will ask you to modify your behaviour, and possibly involve a mediator.

But if you don't co-operate or your actions are proved to be anti-social, you will not get a second chance, and we will take action to evict you.

It is important to remember that you are also responsible for the behaviour of anyone living with you or visiting your home, and that we will take action if the nuisance takes place in your home, outside your home or in the locality.

There may be circumstances when we would want to evict an Introductory Tenant, ie - not using it as their main home.

Taking Action

If we want to evict a Secure tenant we have to present evidence in court, and the tenant can put their side of the story. It is then up to the judge to decide if the eviction can go ahead.

However, with an Introductory Tenancy we only need to serve a Notice of Termination and then go to court for a Possession Order which the judge cannot refuse as long as we have served the notice correctly.

Serving the notice - the right to review

We will serve a Notice of termination if we want to go to court to evict you. You can ask for a review of your case but must do this within 14 days of receiving the notice. The review will be carried out by people who have not previously been involved in the case. They will check everything has been done correctly and inform you of the decision before the notice expires.