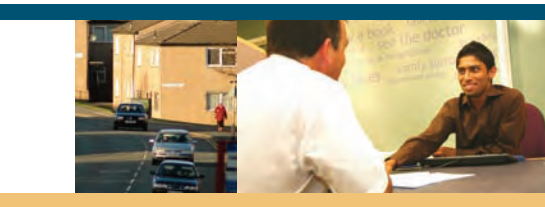


Welcome to your
Introductory Tenancy
A guide for new
tenants of Leeds City
Council





Welcome to your new Leeds City Council Home

As a Leeds City Council tenant you have rights and responsibilities. The Council has rights and responsibilities too. Your new tenancy agreement describes all the rules.

We have these rules to make sure you can enjoy all the benefits of a Council tenancy. We're determined to protect you and your community from the misery of anti-social behaviour. We're sure you will want to help us.

So, we give all new tenants a trial period for 12 months to show they can keep to the tenancy agreement, look after their home and not be a nuisance to neighbours. This trial period is called an introductory tenancy.



Introductory tenancy

As a new tenant you must sign an introductory tenancy agreement before you move into your Council home.

If there have been no problems at the end of your introductory tenancy you automatically become a secure tenant - giving you all the rights of a Leeds City Council tenancy.

We hope your introductory tenancy period is problem-free and that you'll go on to become a secure tenant. We'll always try to help you if you have any difficulties. But you should know what will happen if you break the tenancy agreement and this leaflet describes the procedure.

There are two kinds of Council tenancy:

- **Introductory**
- **Secure**

You are starting as an **introductory tenant**. This means you don't have all the rights of a secure tenant, and could be evicted more quickly and easily if you break the tenancy agreement.



Different tenancies



Rights

A secure Council tenant has legal rights and responsibilities (like the right to improve their home or the responsibility to pay rent). But, as an introductory tenant, the law doesn't give you the right to: buy your Council home; take in lodgers; sub-let part of the property; make improvements; exchange your home with another tenant; or transfer to another landlord.

But although you don't have an automatic legal right to do these things (as a secure tenant has), you can apply to your local Neighbourhood Housing Office to take in lodgers, improve your home or exchange. The Neighbourhood Housing Office will decide if you can go ahead.



If there are problems

Most people will pass smoothly from their introductory tenancy to a secure tenancy. But we'll act quickly against anyone who breaks their tenancy agreement. We'll always investigate first to see if things can be sorted out - but if the problem is serious, or if the tenant won't co-operate with our efforts to find a solution, we'll take legal action. The options available to us include either extending your introductory tenancy for a further six months, or applying to the Court to have you evicted straight away. We will decide on which option to use taking into account all the relevant circumstances. We will tell you about our decision.



Your tenancy agreement says that you must pay your rent, and that you must pay on time. If you are four weeks behind, we will contact you. We'll check you're getting the right benefits and let you make an agreement to pay off the money in regular amounts on top of your weekly rent. But we'll take legal action if the arrears reach eight weeks - or even sooner in some cases. The options available to us include either extending your introductory tenancy for a further six months or applying to the Court to have you evicted straight away. We will decide on which option to use taking into account all the relevant circumstances. We will tell you about our decision.

Rent



Anti-social Behaviour

We must protect your community and Council property. So if someone tells us that you've been acting in an anti-social way, we will investigate the complaint thoroughly - collecting evidence, interviewing witnesses and talking to the police. If this shows that the complaint is justified we will take action. If the problem is quite minor we'll tell you to change your behaviour and we may bring in a mediation expert too. We can also extend your introductory tenancy for a further six months to see if the behaviour improves. If not we will apply to the Court to have you evicted.

But if you won't co-operate, or if your actions are very antisocial (such as violence or racial harassment), you won't get a second chance, we'll take immediate action to evict you.

It's important to remember that you are not only responsible for your own behaviour. We would take action against you if the anti-social culprit is someone living with you, or a visitor to your home. It doesn't matter where the nuisance happens - in your home, outside it or anywhere in the locality.

There may be other circumstances when we would want to take action to evict you. This would include cases where you are in breach of your introductory tenancy agreement. You should read your tenancy agreement and ensure that you comply with it. It's also possible that we will need to move you out of your home because it needs major building repair or because it has to be demolished. But in this situation we will offer you another suitable home.



Other circumstances



Taking action

If we want to evict a secure tenant (because they aren't paying their rent, or are a nuisance to their neighbours for example) we have to give them the chance to put their side of the story at a court hearing. It's then up to a judge to decide if the eviction can go ahead. But if we have to evict an introductory tenant we can do it more easily and quickly.

We will tell you in writing if we're going to go to court to evict you or if we decide to extend your introductory tenancy by a further six months. In either case you could ask for a review of the case, but you must do this within 14 days. Council staff will look at the situation again to see if everything has been done correctly. None of them will have been involved in the case before. If the review upholds the decision to evict, or to extend your introductory tenancy by a further six months, you wouldn't be able to appeal to anyone else. If we decide to extend your introductory tenancy then the period you spend as an introductory tenant will be extended by a further six months. This means that instead of being an introductory tenant for 12 months you would be an introductory tenant for 18 months. Your tenancy would automatically be extended if we follow our procedure and the review (if requested) upholds the decision. If we decided to evict you then we still need to get the Court's permission to evict you but this will normally be granted if we have followed our procedure.

In cases involving an extension, the introductory tenancy would be extended by a further 6 months. If we decided to evict you, we must ask the Court to give us permission.



Review



If we did have to take action like this, you could get advice from a Citizens' Advice Bureau, law centre, housing advice centre or a solicitor.

Advice

If there have been no problems during your introductory tenancy you will automatically become a secure tenant on the date written on the front of your tenancy agreement. We'll let you know, in writing, when this happens.



Becoming a secure tenant



Here to help

This leaflet tells you what happens if there are problems with your introductory tenancy. This is to show you that we're serious about collecting rent and protecting people from anti-social behaviour. We appreciate the fact that the vast majority of introductory tenants are very responsible, and they go on to become secure tenants with no

problems. And of course, as an introductory tenant, you get as much protection as secure tenants. If you're a victim of someone else's bad behaviour during your trial period we'll help you in exactly the same way as if you'd lived in a Council home all your life.

If you have any worries at all about your tenancy, or any part of the housing service, contact your local housing service, contact your local Neighbourhood Housing Office straight away. They are there to help you.



Advice

If you wish to discuss this Agreement with a representative of the Department of Environment and Neighbourhoods, you should contact your local Housing Office or One Stop Centre, or Homeless Prevention and Advice.

A translation of the Agreement is available in the following languages

Arabic, Bengali, Cantonese, Czech, Farsi, French, Hindi, Kurdish, Polish, Portuguese, Punjabi, Somali, Urdu.

This can be made available in large print and braille or on tape.

This leaflet is available in large print.
Please contact your local Housing Office or One Stop Centre.

English

If you would like this document in another language, please contact your local Housing office or One Stop Centre.

Arabic

إذا أردت هذا المستند باللغة العربية؛ الرجاء الاتصال بمكتب إسكانك المحلي أو بمركز الخدمة الشاملة

Bengali

আপনি যদি এই দলিলটি বাংলা ভাষায় পেতে চান তাহলে দয়া করে আপনার স্থানীয় হাউজিং অফিস অথবা ওয়ান স্টপ সেন্টারে যোগাযোগ করুন।

Cantonese

如欲索取本文件的中文版本，請聯絡你的地區房屋辦事處 (Housing Office) 或一站式中心 (One Stop Centre)。

Czech

Požadujete-li tento dokument v češtině, prosím kontaktujte místní „Housing Office“ (bytový úřad) nebo One Stop Centre (poradenské centrum).

Farsi

اگر شما مایل هستید که این مدارک را به زبان فارسی داشته باشید، لطفاً با اداره سازمان مسکن یا مرکز وان اسناب (One Stop) محلی خود تماس بگیرید.

French

Si vous désirez recevoir ce document en français, veuillez contacter votre Bureau de Logements local ou votre Centre d'Accueil.

Hindi

यदि आप यह दस्तावेज हिन्दी में लेना चाहें, तो कृपया अपने स्थानीय हाउसिंग ऑफिस या वन स्टॉप सेंटर से संपर्क करें।

Kurdish

ئەگەر تۆوا ئەم دۆکیومێنتە دەکەیت بە زمانی کوردی، ئەوا تۆکایە پەیوەندی بکە بە نوێسی هواسینی ناوچەکە خۆتەرە یا خود سەنتەری وان-ستۆپ.

Polish

Jeśli chcesz przeczytać ten dokument po polsku, prosimy o kontakt z lokalnym biurem Housing Office lub One Stop Centre.

Portuguese

Se quiser este documento em Português, por favor contacte o Housing Office ou o One Stop Centre da sua área.

Punjabi

ਜੇਕਰ ਤੁਸੀਂ ਇਹ ਡਾਕੂਮੈਂਟ (ਦਸਤਾਵੇਜ਼) ਪੰਜਾਬੀ ਵਿਚ ਲੈਣਾ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਆਪਣੇ ਸਥਾਨਕ ਹਾਊਸਿੰਗ ਅਫਿਸ ਜਾਂ ਵਨ ਸਟਾਪ ਸੈਂਟਰ ਨਾਲ ਸੰਪਰਕ ਕਰੋ।

Somali

Haddii aad jecleaan laheyd dukumentigan oo af [Soomaali] ah, fadlan la xiriiir Salkaalka Guriyeenta goobtaada ama Xarruunta hal-mar-joojsiga ah ee One Stop Centre.

Urdu

اگر آپ یہ دستاویز اپنی زبان میں چاہتے ہیں تو اپنے مقامی ہاؤسنگ آفس سے یا ون سٹاپ سینٹر سے رابطہ قائم کریں۔



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