





Introductory / Secure Tenancy Agreement

Full name of Tenant(s):						
Address of property (your home):						
	Postcode:					
Type and size of property:	House	Flat on .		Floor	Maisonette	
	Other:					
Number of bedrooms:	1	2	3		4	
	Other:					
Garden:	No garden	Front gard	d Rear (garden		
	Storage room nur	nber (if applica	ıble):			
Permitted number of persons	:					
Start date of tenancy:		(day of <u>\</u>	week) / /2	20		
Type of tenancy at start of ter	ancy –					
Introductory Tenancy						
Secure Tenancy						
For introductory tenants only:						
The date your tenancy will be extend or end your tenancy a		• •	•	•	nas taken steps	
Total weekly rent at the start o	f the tenency	£				

anti-social behaviour

Anti-social behaviour is conduct causing or likely to cause nuisance, annoyance, harassment, alarm or distress to a person residing, visiting or otherwise engaging in a lawful activity in the locality of your home.

Examples of anti-social behaviour include but are not limited to:

tenancy agreement This agreement.

Tenants' Handbook
A handbook containing useful information (such as contact telephone numbers) but it does not form part of this tenancy agreement. Copies of the Tenants' Handbook are available on request from



1. Introduction

- 1.1 This enancy agreement is a legal contract describing the terms and conditions of your tenancy and your rights and responsibilities as a tenant. If there is anything you do not understand please contact your Housing Of cer or seek legal advice before you sign this contract.
- 1.2 This enancy agreement describes either your secure tenancy under the Housing Act 1985 or your introductory tenancy under the Housing Act 1996. Whichever tenancy you have, it is important for you to know that you have a number of rights and responsibilities.
- 1.3 It is important you understand that if you break any of the terms or conditions of this contract the council may commence legal proceedings against you. This could ultimately result in the termination of your tenancy and everyone living in your home being evicted.
- 1.4 The de nitions section sets out the meanings of words used in this tenancy agreement.
- 1.5 Any reference to an Act of Parliament or regulation within this tenancy agreement includes any subsequent amendments to such legislation or regulations.
- 1.6 Where any erm or condition of this tenancy agreement requires you to get written permission from the council, such permission will not be unreasonably withheld but it may be given subject to reasonable conditions.
- 1.7 For more information about Crawley Borough Council tenancies, such as practical suggestions and contact numbers, see the Tenants' andbook. You can view the handbook on the website and copies of the handbook are available on request from your Housing Of cer.

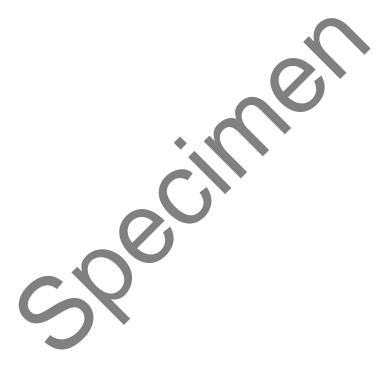
Unless the contary is stated or implied the rights and obligations set out in this agreement are intended to replicate the rights and obligations established by statute, such as by the Housing Act 1985, part IV. The contrary may be implied where, for example, rights and obligations are set out in the contract that either are not addressed by statute or where the statute gives the council a discretion.

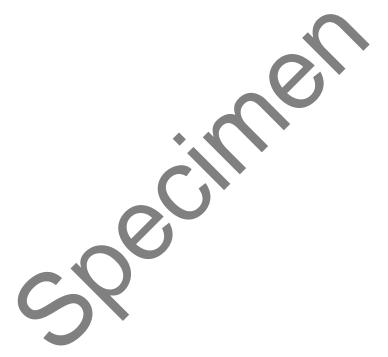
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2. Introductory tenancies

Section two applies to introductory tenants only.

An introductory enancy is a tenancy for a trial period for the rst 12 months (unless it is e introductory tenants only.1.81.8





Sub-letting

6.8 If you are a secure tenant and want to sub-let part of your home, you must get prior written permission from the council before you do so. The council will not give permission for more than the permitted number of persons allowed to live there, as detailed on page one. You must not sub-let the whole of your home. The counc 1.12 You must not see any animal which causes may prosecute any tenant who parts with the possession of the property or sub-lets the whole of it as provided for by the Prevention of Social Housing Fraud Act 2013. (Note: If you are an introductory tenant, you do not have the right to sub-let the whole or part of your home.)

Running a business

6.9 You must not run a business from your home without rst obtaining written permission from the council. Any request for permission must be made in writing and addressed to your Housing 13 You must comply with the tms of the Control Of cer at the Town Hall. When deciding whether to grant permission the council will consider factors such as the noise, any nuisance that may be caused to your neighbours or whether damage will occur to the property or common areas. Permission will not be granted if it would 6.14 You must not keep any dog listed under the result in a breach of planning legislation.

Pets and animals

6.10 Some types of property are not suitable f animals. If you live in sheltered accommodation, a multi-storey block or in accommodation that shares a common entrance, you will need prior written permission from the council before you are allowed to keep an animal in your home. The council may refuse permission if it believes that it would not be reasonable to keep an animal in that situation. If you live in a block where there is a "No Dogs Agreement", or a "No Animals Agreement" between the residents and the council, the council will not grant permission to keep a dog/animal in your home.

- 6.11 You, members ofour household or visitors must not allow any animal to frighten, annoy or cause a nuisance to any other person living in the locality of your home. Dogs must be accompanied by you or a responsible member of your household and kept on a lead when in common areas.
 - or is likely to cause a nuisance, annoyance or disturbance to neighbours or others living in the locality of your home. Examples of this include, but are not limited to: allowing your animal to persistently foul in an inappropriate place, straying, barking, creating an offensive smell, inadequate control or creating any kind of health hazard. In these instances, the council may withdraw its permission for you to keep the animal(s) and you must then remove it/them from your home.
 - of Dogs Order 1992, whereby all dogs in public places are required to wear a collar with identi cation attached to it, including the owner's name and address.
 - Dangerous Dogs Act 1991 at your home.
- 6.15 In cases of cruelty to animals or where the animal is ausing a nuisance, annoyance or disturbance to others, the council may give you written notice requiring you to remove it from your home. The council may also report these cases to the RSPCA or tolice.
 - 16 You, members ofour household or visitors must ensure that any animal kept at your home does not prevent an employee, contractor or agent of the council gaining access to your home.

7. Repairs, improvements and alterations to your home

The right to repair

- 7.1 Some repairs are conced by regulations, which means that by law the council must carry out certain small, urgent repairs which are likely to affect your health, safety or security within speci ed timesales.
- 7.2 You must give the council clear notice that your home requires repair. This can be reported by telephone, in writing, via the website and by visiting the Town Hall.

(Note: For more information about your rights please refer to the Tenants' Handbook or contact your Housing Of cer).

Your responsibilities

7.3 You must look after your home in a reasonable manner and mak sure your home remains in good condition at all times.

Lofts

7.11 No stoage of items in the loft of your home is permitted where there is upgraded levels of loft insulation (150mm and above). Where storage of items in the loft is permitted this is at your own risk. Lofts in ats are not part of your home and must not be accessed by you or you?.15 The council will be responsible fepairing and household.

Away from home

- 7.12 You must take all reasonable measures to ensure that when away from your home:
 - The property is adequally secured to prevent unwanted access by people not invited by you to live there
 - The property is adequally heated at all times
 - You turn the water off at the mains if you will be away for a long period during cold weather.

Gardens

7.13 If your home includes a garden, you must at all times keep it cultivated, neat, tidy and free from rubbish, pests and weeds. You must also maintain any trees so as not to endanger the health and safety of people in the vicinity or cause damage to any other property. You may be recharged for the cost of any necessary clearance or maintenance work undertaken by the council.

Smole detectors

7.14 You are responsible for maintaining any batteryoperated smoke detector and ensuring it is always in good working order.

The council's responsibilities

- maintaining the structure of your home. (For further details, see the Tenants' Handbook).
- 7.16 If you are a secure tenant and have made alterations additions or improvements to your home the council will only repair them if the council has agreed in writing to maintain and repair them.
 - The council is not required tarcy out works or repairs for which you are responsible under the terms of this tenancy agreement.
- 7.18 The council is not responsible fepairing internal decorations affected by improvement works carried out at your home unless the damage to the decoration has been caused as a result of negligence on behalf of the council.
- 7.19 The council is not responsible the removal and replacement of any furniture or oor coverings that have to be moved to enable repair or improvement work to be carried out.

Gas servicing

7.20 The council will annually inspect gas service pipes and gas red equipment of which the council has a statutory duty to inspect and maintain. You must provide access for the gas service and any resulting repairs to be performed.

Consultation

7.21 The council will consult tenants who are likely to be substantially affected by any proposed major repairs and/or improvement schemes.

Rebuilding

7.22 The council is not required to rebuild or reinstate your home in the case of destruction, serious structural damage or deterioration.

8. Living in your community

Nuisance and ati-social behaviour

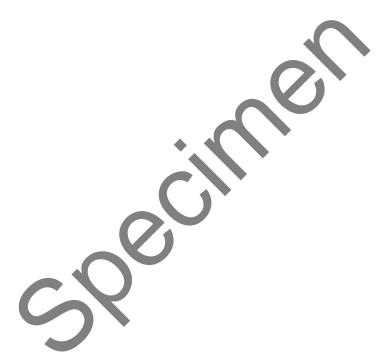
Council responsibilities

- 8.1 The council will not tolete anti-social behaviour and will investigate all reported cases of nuisance or harassment. The council will take appropriate and proportionate action against perpetrators.
- 8.2 Malicious oralse allegations made of anti-social behaviour may result in action being taken against the person making these claims.
 Your responsibilities
- 8.3 You are responsible for the behaviour of every member of your household and visitors to your home. This responsibility includes behaviour on surrounding land, in common areas and throughout the neighbourhood in which your property is situated.
- 8.4 You must not engage in anti-social behaviour in your home, in common areas or in the neighbourhood in which your home is situated. If you do, the council may decide to apply to the court for a possession order that could ultimately result in the termination of your tenancy and everyone living in your home being evicted. The council may also seek other legal remedies.

8.5 You must not:

 Engage in anyofrm of harassment or intimidation on the grounds of race, ethnicity, nationality, faith or religion, sexuality, disability or gender, which may interfere with the peace and comfort of, or cause offence to any other person residing in or visiting or otherwise engaged in a lawful activity within the neighbourhood in which your home is situated (including council employees, agents or contractors)

- In ict domestic violence, threat violence or use mental, emotional, nancial or sexual abuse against your partner, ex-partner or another member of your family or household
- Threaten violence towards any person residing in or visiting the neighbourhood or any person otherwise engaged in lawful activity within the surrounding areas of the neighbourhood and this includes any of the council's employees, agents or contractors
- Threaten violence against, harass, verbally abuse or intimidate any council employee or agent of the council at or in the vicinity of his/her place of work, including, the Town Hall and other council premises (including the common areas of any council-owned property) or in Crawley town centre, the neighbourhoods and shopping parades
- Harass or use physical, mental, emotional or sexual abuse against anyone residing in, visiting or otherwise engaged in lawful activity within the neighbourhood in which your home is situated
- Cause damage to the council's common areas. You must not interfere with the security afety equipment in communal blocks.



- 8.34 You must obtain the council's prior written permission before you install oor tiles, laminate or wooden ooring or ooring of a similar nature, and the council will only give permission to tenants living in ats and maisonettes in exceptional circumstances. If you install any such ooring without the council's prior written permission, the council may require you to remove it at your own expense and replace it with oor coverings as set out in the previous
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The following applies to both introductory and secure tenants

- 9.9 Any notice the council wants to seron you may be served personally or by rst class post addressed to you at the property or your last known address. The council may also leave any notice at the property by posting it through the front door or otherwise by af xing it to a conspicuous part of the property.
- 9.10 Delivery of a notice by any of the ways set out in 9.9 above will constitute good and proper service.

10. False statement

- 10.1 You or someone acting on your behalf must not make a statement:
 - which you know is false,
 - which you thought could be false,
 - which involves you in any way in supplying information which may deceive an of cer of the council or its agent in allocating you this property. The council will take legal action to obtain possession of your home in any such circumstance.