

# EASY READ GUIDE TENANCY AGREEMENT



This is a guide to help you understand your tenancy agreement.  
It does not replace the full tenancy agreement.

## Your tenancy agreement



**Bolsover District Council** is your landlord.

**You** are the tenant.

### You must:



Keep to all other rules in the agreement and make sure your visitors do.  
The Council as a landlord also has rules it has to follow.



Ask any questions about information you don't understand before you  
sign your tenancy agreement, as it is a legal contract.



Pay the rent each and every week. This is the money that you pay to live  
in your home. If you don't have a lot of money you may be able to claim  
Housing Benefit or Universal Credit which helps pay for your rent.

### You will also have to:



Pay bills for gas, electric, council tax and other things you have.



Live at the address as your only home.



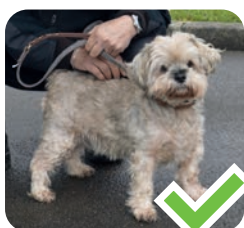
Keep your home clean and tidy.



Tell the council if something needs repairing. Always ask the people coming to show you their ID and let them in to fix things.



Keep your garden tidy, including keeping grass and hedges cut.



Only keep 1 cat and/or 1 dog, and pick up any dog poo.



Park legally and respectfully, or on your drive if you have one.

## If you share an area such as hallway, stairs or garden with neighbours:



**You must not** store your own things (including a mobility scooter) or keep rubbish in this area.



**You must ask for permission** before making any changes to the property, including installing a shed or greenhouse, removing a tree, or altering hedges or fencing.



**You must ask for permission** to have a lodger move in, run a business from home, or have more than 1 dog, 1 cat or to keep another pet.

### You must NOT:



Damage your home.



Cause a problem for other people, be too noisy or let your pets be too noisy.



Have bonfires or ponds.



Break the law, have anyone else visit and break the law, take or sell drugs at your home.

If you do not follow the rules you could be asked to leave your home. It is important to talk us if you are having problems with your home or tenancy.

### What Bolsover District Council must do



Keep your home in good repair and fix things that are broken. This includes the heating, plumbing and electrics.



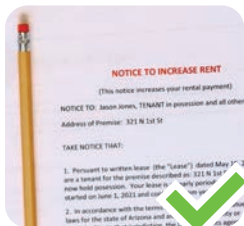
Carry out gas and electrical safety checks. You must let us enter your home do to these checks to keep you and other people safe.



Tell us how you can make a complaint if you are unhappy about something.



Follow all rules. This includes policies, procedures and laws.



Tell us in writing if your rent increases.



We will not go into your home without you asking, except in an emergency.

## Moving Out

If you want to move out you must:



Give 4 weeks written notice. Your tenancy will end on a Sunday after the 4 weeks notice. You can complete a form to do this.



Remove all your things, inside and outside. Clean your property and remove any rubbish.



Give us all your keys back at a Bolsover District Council Contact Centre.

**If you need to speak to us call 01246 242424**