



a guide to  
your  
tenancy

**Your tenancy agreement is a legal document and explains what type of tenancy you have with Cestria Community Housing. The tenancy agreement explains your rights and responsibilities as a tenant, and Cestria Community Housing's responsibilities as your landlord.**

The terms and conditions of the tenancy will be fully explained to you by one of our officers and you will then sign the Tenancy Agreement accepting your responsibilities for the tenancy. It then becomes a legal contract.



## **Tenancy basics**

Your tenancy gives you the right to live in your home for as long as you have a tenancy agreement with us. The property is occupied on a weekly tenancy and the property must be your only or main home. You have certain rights and responsibilities as a tenant. These are fully outlined within your tenancy agreement.

We will not interfere with your right to live in the property unless you break your tenancy agreement. If you do so we may have to take legal action against you.

Your tenancy agreement is an important document and it tells you:

- The full name and address of your landlord.
- The type of tenancy you have and the date the tenancy starts.
- How much rent and other charges you must pay.
- Your rights and responsibilities.
- Your landlord's rights and responsibilities.

## **Types of Tenancy Agreements**

When you signed your Tenancy Agreement, the type of tenancy you were given would have been either an:

## **Assured Shorthold Tenancy (*Starter Tenancy*)**

A starter tenancy is an Assured Shorthold Tenancy for a maximum of 12 months (however we can extend this in certain circumstances). At the end of the starter tenancy period if the tenant has kept to the terms and conditions of the tenancy, the Estate Services Officer will contact you to discuss the granting of an Assured Tenancy.

If you have not kept to the terms and conditions of the tenancy, the tenancy may be terminated at any stage during the starter period.

Starter tenants do not have the same rights as assured tenants in short they do not have:

- The Preserved Right to Buy.
- The Right to Acquire.
- The Right to Assign.
- The Right to Exchange.
- The Right to Sub-let part of the property.
- The Right to carry out improvements.
- Full succession rights (limited to spouses/co-habitees only).

## **Assured Tenancy (*non shorthold*)**

Existing tenants who transferred to Cestria Community Housing from Chester-le-Street District Council will have signed an assured Tenancy Agreement (non-shorthold). Also tenants who have successfully completed their 'starter tenancy' will move onto an Assured Tenancy at the end of the starter period.

## **Joint Tenancies**

Two or more adults can become tenants and this is known as a 'joint tenancy'. This is created when all the people involved sign the tenancy agreement. If this happens, then each joint tenant is fully and equally responsible for paying the rent and for keeping to the responsibilities within the tenancy agreement.



## Ending your tenancy

You, or a joint tenant if you have one, can end the tenancy by giving us four weeks' written notice. You or the joint tenant should complete a tenancy termination form. These are available from Cestria Community Housing's offices.

In extreme cases, we can take legal action against you to end your tenancy. The level of legal action required depends upon the type of tenancy you have. Full details of this are held within your tenancy agreement (For more information see Section 8).

Legal action is always a last resort. A member of our team will always try to talk to you before any possession proceedings are taken, to explain why the action is needed. If you have broken your tenancy conditions, you will get the chance to put the situation right.

**We are committed to providing fair opportunity to access information.**

**If you would like information in another language or format, please call us on Freephone 0800 587 0001.**

**Also available in:**



Visual impairment formats



**[www.cestria.org](http://www.cestria.org)**