

FAREHAM

BOROUGH COUNCIL

A GUIDE TO YOUR FLEXIBLE TENANCY

**FURTHER INFORMATION ON YOUR TENANCY
CAN BE OBTAINED FROM
THE DEPARTMENT OF COMMUNITY**

**INDEPENDENT ADVICE
CAN BE OBTAINED FROM YOUR LOCAL
CITIZENS ADVICE BUREAU**

**THIS LEAFLET IS AVAILABLE IN LARGE TEXT FROM THE
DEPARTMENT OF COMMUNITY**

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Community
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1.0 INTRODUCTION

- 1.1 This guide gives you general advice about flexible tenancies provided by Fareham Borough Council. It is not a legal document.
- 1.2 We strongly recommend that you read the standard terms and conditions of your 'Introductory Tenancy Agreement'.
- 1.3 If you need further information please contact the Council's Tenancy Services team. We will be pleased to help you.
- 1.4 If you want independent advice, you may contact the Citizens Advice Bureau. Alternatively, you may contact a solicitor but you should check first to find out if you would have anything to pay.

2.0 TENANCY AGREEMENT

- 2.1 As a new tenant of the Council you have been granted a new flexible tenancy which lasts up to 5 years.
- 2.2 The first 12 months of your flexible tenancy will be as an introductory tenant. In some cases this period can be extended by a further 6 months. Introductory tenants have fewer rights than secure tenants and can be evicted more easily. It is therefore essential that you abide by the terms of the Introductory Tenancy agreement in the first 12 months.
- 2.3 If there are no problems during the introductory tenancy period the tenancy will become a flexible tenancy on the anniversary of the date your introductory tenancy started.
- 2.4 Providing you meet the terms of the Introductory Tenancy agreement you will be issued with a new tenancy agreement that will apply for the remaining 4 years of your flexible tenancy. The new agreement will include conditions similar to that of a secure tenancy agreement.

3.0 USE OF FLEXIBLE TENANCIES

- 3.1 The Council has decided to grant Flexible Tenancies to new tenants who have been allocated family sized accommodation (2 bedroom or larger). The main aim being to help ensure that the Council is making the best use of its housing stock and that tenants reside in housing suitable to their housing needs.

4.0 REVIEW OF YOUR FLEXIBLE TENANCY

4.1 The Council will review your flexible tenancy approximately 12 months before this is due to end.

4.2 The purpose of the review is to determine your current and future housing needs. The information obtained will help inform decisions on whether to:

- a) Grant a further flexible tenancy of the current property;
- b) Refuse to grant a further tenancy of the current property but to offer to grant a tenancy of an alternative property which is more suitable in meeting your housing needs; or
- c) Refuse to grant a further flexible tenancy of the current property and refuse to grant a tenancy of alternative accommodation and instead provide housing options advice only in order that you may secure alternative accommodation in the private sector or purchase your own home including shared ownership.

4.3 In the event of b) above, the Council will assist and support you in making an application for re-housing to accommodation that meets your housing need. Furthermore priority for re-housing will be given under the Council's Housing Allocations Policy Scheme.

In exceptional cases where it is not possible to re-house you by the end of your flexible tenancy the Council will permit you to remain in your current property for up to 12 months to help enable suitable alternative accommodation to be found.

4.4 The Area Housing Estates Officer will initially write to you for a review meeting at which your current and future circumstances will be considered, these include:

- Household composition;
- Current and future housing needs;
- Any health or disability issues;
- Any social, welfare or support needs;
- Financial status;
- Conduct of your rent account and whether there are any arrears; and

- Whether you or any member of your household or anyone living at or visiting the property has engaged in anti-social behaviour at the property or in the locality, or any member of the household has been made the subject of an Anti-Social Behaviour Injunction, Anti-Social Behaviour Order or the cause or one of the causes of possession proceedings for Anti Social Behaviour.

- 4.5 Any children aged 18 or over included in the household will be required to show that they are firstly registered as living at the property i.e. post, mobile phone contract, driving licence, electoral register and secondly that it is their only or principal home.
- 4.6 Please note that to verify your financial status, documentary evidence will be required in order that the details can be assessed in line with guidance contained in the Housing Allocations Policy. This will include the need to produce documentary evidence of income and savings.
- 4.7 At the time of the review you will be informed of the range of housing options available to you.
- 4.8 The Area Housing Estates Officer will aim to prepare a report within 10 working days of the review meeting or from when all supporting documentation and evidence has been obtained. The report will be passed to a Senior Housing Management Officer for a decision.
- 4.9 The Council will aim to inform you in writing of the decision in respect of your tenancy within one month of the review meeting, or as soon as practicable thereafter.

5.0 APPEAL

- 5.1 You may request a further review of your case providing this is within 28 days of the date on the decision letter. Any request should set out reasons why you would like a further review.
- 5.2 Any further review will be considered by the Tenancy Services Manager or another independent senior housing officer who has not been involved in the earlier decision.
- 5.3 The Council will aim to provide you with the outcome of the further review within 10 working days from receipt of the request.

Please note that there is no further right of review.

6.0 KEY CONTACTS

Area Housing Estates Officers - ☎ 01329 236100 ext 4435

Housing Options Team - ☎ 01329 236100 ext 4493

Housing Allocations Officer - ☎ 01329 236100 ext 2471

Citizens Advice Bureau - ☎ 08444 77 22 32

Two Saints - (Floating Support) ☎ 01329 234600

The You Trust- (Floating Support) ☎ 02392 793000