

Moving into a new place?

What happens next?

You need to sign your Tenancy Agreement with your trustee and follow these next steps...

Your rent has to be paid by direct debit. You'll need a bank account

My bank details are...

Please keep your keys safe.

If you lose your keys, you have to arrange a lock change, this can cost up to £100.

I need some more stuff.

You can rent a furniture pack.

It's £15.11 a week, for a one bed flat, for a three year rental agreement.

You are responsible for your visitors! Consider your neighbours and keep noise and pets noise to a minimum.

I'll visit you in two weeks, then in four months and again in nine months time.

After twelve months you have a secure tenancy.

Be safe, polite and neighbourly. Anti social behaviour can end your tenancy.

## Tenancy Agreement

Before you get the keys to your new home you will have to sign a Tenancy Agreement. This is your contract with Kirklees Council and KNH. It's a set of rules about what you can and can't do in your property.

For the first 12 months, you're an 'introduutory tenant'. This is a trial period to see if you pay your rent on time, behave responsibly and look after the property. If you don't follow these rules, you could be **evicted** (made to leave your property).

When you've followed the rules for 12 months, you become a **secure tenant with more rights**.

*You are responsible for your keys. If you lose them, you will have to organise, and pay for, your locks changing.*

When you want to leave, you have to give us four weeks' written notice and then return your keys.

If you leave without notice, you could end up owing a lot of money, as your tenancy will continue until you contact us.

## Anti-social behaviour

**Anti-Social Behaviour** (ASB) is when people do things which annoy other people or damage property.

**It is important to remember that you are not just responsible for your own behaviour.** We will take action against you if the person causing anti-social behaviour is someone living with you or is a visitor to your home. It doesn't matter where the nuisance happens - in your home, outside or anywhere in the neighbourhood.

You must let your housing officer know straight away if you're experiencing any ASB or are struggling to control your visitors.

You and your visitors **must not be noisy**. Things that might be too loud include playing music, shouting and slamming doors.

You must make sure any pets you have **do not cause a nuisance**. You shouldn't leave dogs in your home if you are out all day as they could be barking which can upset your neighbours. You are also responsible for clearing up their pool!

You must put your bins out before they are due.

## Rent and visits

**Each week**, you are responsible for paying your rent by **direct debit**, so you need to have a bank account. If you are entitled to housing benefit, you are responsible for claiming it and making sure they are informed if any of your circumstances change.

If you don't pay your rent, you will have arrears (owing money). This can lead to you being **evicted**.

Don't forget about all the other bills you'll have to pay e.g. water, gas, TV license and council tax (when you're 18)

In the **first two weeks** your housing officer will visit you. You'll be sent a health & wellbeing survey in advance, to see if you are ok.

At **four months**, you'll get a second visit.

At **nine months** you'll get a third visit to see if you are getting ready to become a secure tenant.

At **12 months** we'll call you, to let you know if you have a secure tenancy.

As well as your housing officer visits, a gas engineer will visit once a year to do a **gas safety check**.

## Furniture pack

You can **rent a furniture pack** from us.

You choose the pack you need from: an electric cooker, fridge freezer, washing machine, double bed, wardrobe, sofa, carpets, curtains, beanbag. There are rules about how many items you can choose.

This costs: £15.11 per week for a one bed flat/house or £20.51 for a two bed flat/house. If you are on IS or JSA you will be able to apply for Housing Benefit to cover the cost.

The **minimum rental period for the pack is three years**. If your financial situation changes we may be able to end the agreement early. Unfortunately, you cannot return single items that you no longer need.

If you move, you **must** leave the pack behind.

The pack items will **never** belong to you. They are the property of Kirklees Council.

If you are a care leaver you can't have a pack as you get a leaving care grant instead.