

USE AND OCCUPATION OF YOUR HOME



"Delivering Excellent Housing Services"

Using Your Home

You must use and occupy the property as your only or main home. If you are going to be away from the property for more than a month at any one time, you must tell your Housing Management Advisor on Tel- **01623 608999** and ensure that they are advised of a contact address and a nominated key holder in case of an emergency.

Using Your Home for Business

Businesses must not be operated from your home without first gaining written permission from your Housing Management Advisor. This also includes placing or exhibiting any notice board or notice visible from outside your home advertising any profession, trade, business or any goods or services.

In granting permission we will consider various factors including: planning issues, the amount of noise generated, nuisance likely to be caused to your neighbours and whether damage to the property may occur.

To request permission or to discuss this further, contact your Housing Management Advisor on Tel- **01623 608999**.



Dangerous Substances

You or anyone living with you must not keep or use bottled gas, paraffin, petrol or any other dangerous material inside the property or in communal areas.

You or anyone living with you must not use as bedroom accommodation, any room where an open flued gas appliance is installed.



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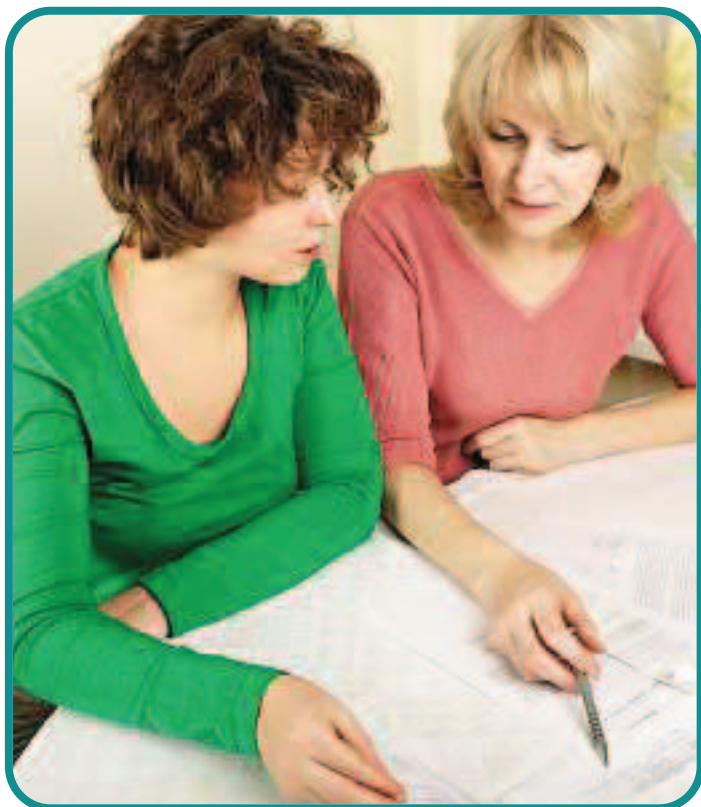
Lodgers

If you wish to take in lodgers you must gain our written permission from your Housing Management Advisor first. We will only permit this if you are a secure tenant and the property does not become overcrowded as a result of the lodger(s). When seeking permission you must also provide details of relevant names, dates of birth, gender, National Insurance Number, former address and details of the room(s) that the lodger(s) will occupy.



To request permission or to discuss this further, contact your Housing Management Advisor on Tel- **01623 608999**.

You must not, without gaining our written permission, sub-let part of your home. You cannot sub-let the whole of your home as you would no longer be a secure tenant.



Changes in Occupation

You must notify your Housing Management Advisor of any permanent changes in occupation in your home, including:

- A new baby
- A new partner
- Someone leaving the property such as children moving to new homes
- Someone dies
- You become separated from your partner or
- Someone goes into care

Assignment

You may have the right to assign your tenancy. However, there are statutory criteria which apply to any assignment and usually our written permission is required. To discuss this further, contact your Housing Management Advisor on Tel- **01623 608999**.