

Easy-Read guide to your

EHSL Assured Shorthold Tenancy Agreement



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This guide tells you what your landlord must do, and what you must do.

The people in the agreement

This agreement is between

Your **Landlord** (us)

The **Tenant** (you)



EHSL Videcom House
Newtown Road
Henley-on-Thames
Oxfordshire
RG91HG

Write tenant's name below

This guide does not replace your **Assured Shorthold Tenancy Agreement**

About the house or flat

This agreement is for



Write address below –



Type of Home -

(House/Flat/Room)



Your Tenancy begins on

Your tenancy ends on

After this time, you may want to carry on living there. You may decide you want to move out.

Your landlord and support provider can talk to you about what you want to do.

About the rent



Your **Rent** for your home is

each week

(Write rent above)



We will tell you at least one calendar month before changing your rent



Your rent is payable every four weeks



We can help you claim **Housing Benefit** to pay your rent

Things the tenant agrees to do



You agree that you will



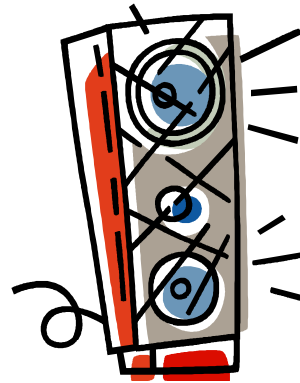
Pay Rent



Keep your home clean and tidy



NOT upset your **neighbours** or do anything that breaks the law



NOT make loud noise



Accept Support



Keep your home nicely decorated.



Ask your landlord if you want to keep a pet



Pay for things you break



Let your landlords staff and workmen come into your home



Tell your landlord if something in your home is broken



Insure your things



Give your landlord any letters that are addressed to him



Tell your landlord if you will be away for more than four weeks



Pay the **utility** bills



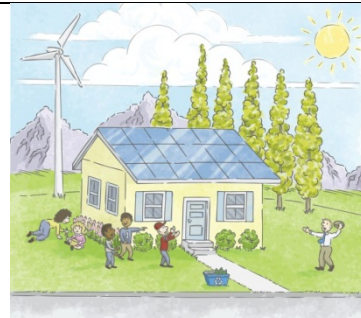
Pay the **Council Tax**



Give your Landlord one month notice in writing if you want to move out



NOT keep anything dangerous in your home



NOT allow other people to live in your home without asking us first.

Things the landlord agrees to do



The landlord agrees to



Repair and **maintain** the building

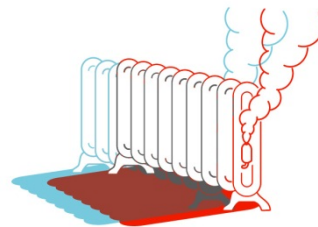
Tenancy Agreement



Not change your tenancy without you agreeing to it



Talk to you about changes to your agreement or rent



Repair the **fittings**



Make sure your home is safe



Let you live in your home in peace



Decorate any areas you share with other tenants

Ending your Tenancy



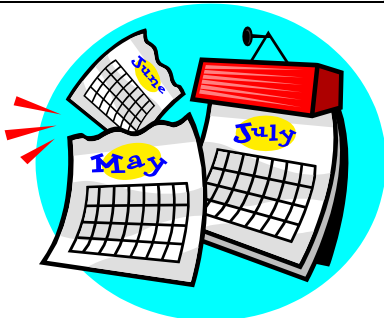
If you do not do what you have agreed to do...



...Your landlord might tell you to leave your home



If you want to leave your home



You must give your landlord one month notice in writing.

You cannot leave before your tenancy ends, unless your landlord agrees this with you.

Moving Out

Before you go...



You must let the landlord check inside your home

When you move out...



You must give back all the keys



You must move out all your things and any rubbish



You must leave the property how it was when you moved in

It is important that you do these things.

If you do not, your landlord may ask you for money to do them instead.

Your landlord is allowed to do this as long as it is fair.

Complaints



If you are not happy in your home, talk to...



Your Landlord



Your Support Provider



Your **Advocate**

We will try to put things right for you.

Glossary

You may not have seen some of these words before. Here is what they mean.



An **Assured Shorthold Tenancy Agreement** is an important document.

It shows what a landlord and a tenant have agreed.

It is sometimes called an Agreement or a Tenancy.







A **Landlord** is an organisation or a person who have a building.

They choose to let somebody live in the building in exchange for rent.



A **Tenant** is a person the landlord has agreed to let live in their building

	<p>Rent is money a tenant pays their landlord to live in their home.</p>
	<p>Housing Benefit is money that the government give people who need help paying their rent.</p>
	<p>Neighbours are other people that live near you.</p>
	<p>Utility bills are bills from companies that provide you with gas, electricity and water.</p>

	<p>Council tax is money that people pay the council.</p> <p>It pays for local services.</p>
	<p>Your Advocate is somebody who helps you communicate your needs.</p>
	<p>Maintain means to make sure things work properly.</p>
	<p>Fittings are the things that are attached to the property. This includes taps, sinks, radiators, pipes, the toilet and the electrical sockets.</p>

This is the end of the guide.

Please keep this guide in a safe place.

You may want to look at this guide in the future.