



**Nottingham
City Homes**

Registered Provider

TENANCY POLICY



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Version

1.0	First edition in this format	5 February 2025
1.0	Approval by NCH RP Board	13 February 2025
	Review in 12 months	

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Loxley House, Station Street, Nottingham NG2 3NJ
Registered in England and Wales, Company registration no. 09810057
Registered Not for Profit Provider of Social Housing, Registration Number 4862

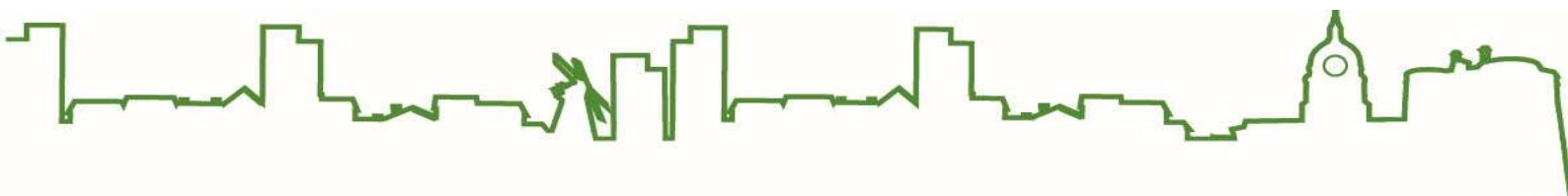
Nottingham City Homes Registered Provider

Nottingham City Homes Registered Provider Limited (Registration number 4862) is a provider of affordable social housing and temporary accommodation in the City of Nottingham. NCH RP is a member of the Nottingham City Homes Group with Nottingham City Homes Limited and Nottingham City Homes Enterprise Limited. NCH RP is focused on delivering a quality housing service to its existing tenants and supported housing for citizens with care, support and supervision needs in housing crisis and from Women’s Aid refugees.

Whilst NCH RP was originally constituted to build new social housing in Nottingham, that has not been possible in recent years. Responding to this changed environment, NCH RP has directed resources to the expanding need to assist homeless families and citizens presenting to the Council in housing crisis. NCH RP has significantly extended its provision of supported temporary accommodation provision and services, supporting residents at the point of crisis, sheltering and helping them to find a permanent home and break the cycle of homelessness.

1.0 Policy Purpose

- 1.1 This policy applies to the housing stock owned by Nottingham City Homes Registered Provider (NCH RP).
- 1.2 In formulating this policy, NCH RP has had due regard to Nottingham City Council’s (NCC) Tenancy Strategy published in compliance with s150 Localism Act 2011.
- 1.3 The policy sets out:
 - The type of tenancies NCH RP will grant
 - The circumstances in which they will be granted
 - The NCH RP policy on fixed term (flexible) tenancies
 - The NCH RP policy on successions - our full policy on successions is set out in our Successions Policy



- The NCH RP policy on other changes to the Tenancy Agreement including:
 - Assignments
 - Sole to joint and joint to sole changes
 - How NCH RP will support our tenants to sustain their tenancies and prevent unnecessary evictions
 - The NCH RP policy on tenancy fraud
 - How NCH RP will undertake visits to ensure that tenancies are appropriately managed and vulnerable tenants are supported.
- 1.4 This policy is written in compliance with the Localism Act 2011 and fulfils the requirement for Registered Providers of housing to publish clear and accessible policies which outline their approach to tenancy management. This Policy also has regard to Nottingham City Council’s Tenancy Strategy and the Council’s strategies on housing and homelessness.
- 1.5 This policy aims to;
- Provide the framework to support and sustain tenancies
 - Provide clear information to tenants on how NCH RP will grant and manage tenancies
 - Provide summary information to tenants on their statutory rights of succession, assignment and other tenancy changes
 - Provide clear information on how a tenant can appeal or complain if they are unhappy with a decision taken by NCH RP.

2.0 Tenancy Policy Statement

- 2.1 NCH RP tenancy management is based upon the following key principles:
- Delivery of NCH Group vision ‘To create homes and places where people want to live.’
 - Compliance with requirements set out in the Regulator of Social Housing’s Tenancy Standard
 - Compliance with statutory and contractual duties to tenants set out in relevant legislation
 - Adoption of best practice
- 2.2 NCHRP will provide a flexible and responsive service to tenants both individually and on estates to provide tenants with decent, safe and secure living conditions and a good quality environment in which to live. This will be balanced with ensuring that NCH RP interests are also protected.

- 2.3 NCHRP will provide tenants with a written tenancy agreement that sets out their rights and responsibilities and the obligations of NCH RP. This will be fully explained at the sign-up interview.
- 2.4 NCH RP will grant assured shorthold tenancies to new tenants. NCH RP may, at its discretion, grant assured (non-shorthold) tenancies to new tenants where they already have security of tenure. This may be because they already have an assured tenancy and are transferring from within the NCH Group, via a housing transfer or mutual exchange from another Local Authority or Registered Provider.
- 2.5 NCHRP will not routinely use fixed term tenancies save for in the circumstances set out at 4.4 below. NCH RP believes that starter and assured tenancies provide security for its tenants as well as helping to maintain the quality of NCH RP homes and estates. NCH RP will keep this position under review and may choose to introduce more fixed term tenancies in the future, following consultation with tenants and stakeholders.
- 2.6 NCH RP will review this tenancy policy on a regular basis to ensure it meets the needs of tenants, the business and regulatory requirements.

3.0 Allocations and Lettings

- 3.1 NCH will adhere to its Housing Allocations policy. Specifically, NCH will advertise available properties in accordance with the Choice Based Lettings Scheme and accommodation will be provided in accordance with this scheme.

4.0 Tenures

4.1 Starter Tenancies; Assured Shorthold

- 4.1.1 A 12 month tenancy given to new tenants, except for Move-On tenants – see (4.1.3). The tenancy is managed and reviewed regularly, including at nine months duration. At this point, a decision is taken on whether the tenancy needs to be extended or ended because of tenancy breaches. If no such decision is warranted or taken, the tenancy will automatically become assured at the end of the 12 month period. For extended starter tenancies, there will be a further review of the conduct of the tenancy to determine whether there have been any further breaches, before expiry of the starter tenancy period.

4.1.2 Whilst the tenancy is a Starter Assured Shorthold tenancy, tenants do not have the following rights:

- the right to acquire
- the right to sublet part of your home or take in lodgers
- the right to make improvements, but Equality Act exemptions apply, eg ramps and handrails can be fitted
- the right to transfer to another property, mutually exchange or assign your tenancy.

4.1.3 NCH RP has eight Refuge Move-on homes, linked to three women's aid refuges in the City. These homes that are intended to be temporary, as an interim stage between leaving the refuge and a permanent home. These homes will be let on a recurring 6-month Assured Shorthold tenancy, with NCH RP and the refuge reviewing whether a new 6-month Assured Shorthold tenancy should be issued or steps taken to recover possession. These tenancies will not automatically become Assured tenancies after the starter/ shorthold period. A maximum of two 6-month tenancies will normally be allowed whilst the tenant is supported to secure a permanent home, but further periods will be allowed by agreement of NCH RP and the refuge.

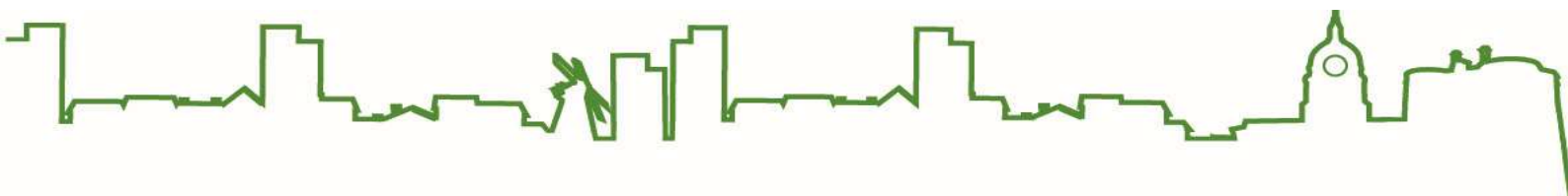
4.2 Assured tenancies

4.2.1 Starter tenants whose tenancies have not been ended will become assured tenants automatically after a period of 12 months or – if the starter tenancy is extended – 18 months.

4.2.2 Assured tenancies will generally be granted to those tenants who are already secure or assured tenants elsewhere, unless they agree to enter in to a different type of tenancy (for example a Starter Tenancy), or if they are to be granted a Fixed Term Tenancy.

4.3 Family Intervention Tenancies

4.3.1 Family Intervention Tenancies were introduced by the Housing and Regeneration Act 2008. This type of tenancy can be considered where a tenant is likely to be evicted from their current home on the grounds of anti-social behaviour and to support the provision of behaviour support services made available through Family Intervention Projects.



- 4.3.2 NCH RP will consider offering these tenancies to facilitate the provision of support services through Family Intervention Projects in circumstances where a family has reached crisis point and are likely to be facing the loss of their home without major changes to their behaviour. Family Intervention Tenancies are not assured tenancies and are entered into voluntarily by a tenant subject to the service of a notice on the tenant, which also contains detailed information about the tenancy.
- 4.3.3 Family Intervention Tenancies can only be used for the purpose of providing behaviour support services that have been outlined in a written behaviour support agreement. This is an agreement between the tenant, Family Intervention Project, agencies providing support, NCH RP and NCC.
- 4.3.4 Family Intervention Tenancies are not intended to run beyond the completion of the work outlined and agreed in a Family Intervention Project. When a family has completed a programme a decision on the longer term housing needs of the family will be reached between the family, NCH and relevant partner agencies. These tenancies can be converted to assured tenancies as relevant on notice by NCH RP to the tenant.

4.4 **Fixed Term Tenancies (FTT)**

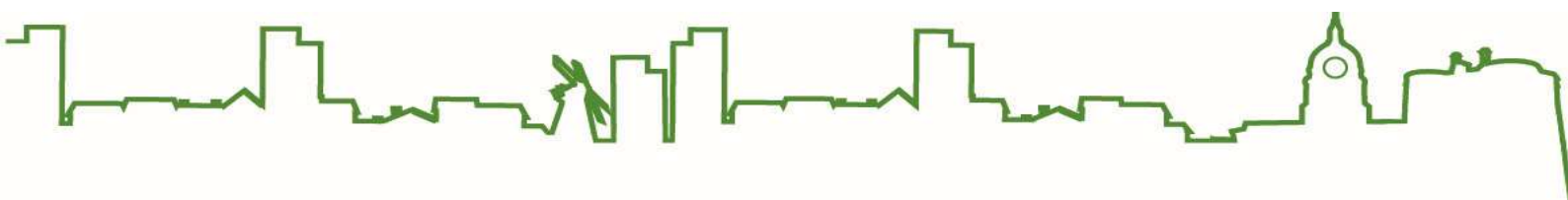
- 4.4.1 A fixed-term tenancy is an assured tenancy for a specified period of time with modified statutory rights. The main difference between a periodic assured tenancy and a fixed-term assured tenancy is that the former can only be brought to an end if a court thinks it is reasonable to make an order for possession. With a fixed-term tenancy, the court must order possession if the fixed term has come to an end.
- 4.4.2 NCH RP in its role as landlord of social housing stock is not intending to generally use fixed term tenancies in the letting of its homes. However, in exceptional cases, NCH RP will issue a fixed term tenancy. This is usually in circumstances where a household needs a certain type of accommodation temporarily. For example, where a property has been adapted, but the need of the household for such adaptations is not considered permanent. Issuing fixed-term tenancies will be used to protect scarce and valuable property assets for the best and most appropriate use.

- 4.4.3 NCH RP reserves the right to review its position in relation to the use of fixed term tenancies.
- 4.4.4 NCH RP will offer fixed term tenancies for a period of 5 years unless it is considered that a shorter period is appropriate (for example for adapted properties where the need is shorter term).
- 4.4.5 If, at the end of the fixed term period the tenancy has not been ended by either NCH RP or the tenant, the tenancy will become a weekly periodic Assured Shorthold tenancy.
- 4.4.6 When a fixed term tenancy is offered NCH RP will provide a full explanation of how and when the tenancy will be reviewed pending the end of the fixed term. A tenant has the Right to ask for a review of the length of fixed term tenancy offered, the type of tenancy offered and against a decision not to grant another tenancy on the expiry of the fixed term of a tenancy (see section 12 – Rights to Review).
- 4.4.7 The review process will commence 12 months before the end of the fixed term.
- 4.4.8 The review process will include an assessment of existing household members and how the tenancy has been managed. It will take into account:
- The number of household members and any overcrowding or under- occupation
 - Housing need and the best use of housing stock
 - Suitability of the property for the current household
 - Tenancy history at the property including any tenancy breaches or damage to the property
 - Legal right to remain.
- 4.4.9 NCH RP will expect tenants to actively engage in the review process and provide information and documentation as requested.
- 4.4.10 NCHRP will notify the customer of the outcome of the review at least 6 months before the end of the fixed term tenancy. NCH RP will inform tenants of other housing options available to them, as appropriate.

- 4.4.11 If a new tenancy is offered it will generally be another 5 year fixed term tenancy which must be signed prior to the end of the existing fixed term tenancy. In some circumstances, tenancies may be renewed for a shorter period of 2, 3 or 4 years where it is considered appropriate. For example, if property adaptations are only required for a shorter duration.
- 4.4.12 Where there are rent arrears on an account the tenant will be asked to clear these in full prior to the new tenancy being granted. Where this is not possible but a decision is made as an exception to award a new tenancy, the arrears will remain due and be recovered as former tenancy arrears as a condition of the new tenancy.
- 4.4.13 If the tenancy is to be ended, the tenant will be notified of our decision in writing by serving a Minded Notice at least 6 months before the end of the fixed term tenancy. A Section 21 Notice, clearly stating the date the tenant is required to leave the property, will be served 3 months before the end of the fixed term tenancy.
- 4.4.14 Where NCH RP has commenced legal action to end the tenancy, this action will continue and the tenancy will be ended by whichever means ends the tenancy first. NCH RP will make tenants aware of this where relevant in any communication to end the tenancy.
- 4.4.15 Upon expiry of the Section 21 Notice the tenant will be required to give up possession of the property on the advised date. If possession is not given on the required date, NCH RP will apply to court for a possession order.
- 4.4.16 Where a decision is made not to offer a new tenancy then NCHRP will offer reasonable advice and assistance to identify suitable alternative accommodation.

5.0 Letting of New Tenancies

- 5.1 NCHRP recognises the importance of establishing a good landlord and tenant relationship from the outset and will conduct a comprehensive sign up meeting with the new tenant. This will address all likely needs of the new tenant, particularly those who require additional support.



- 5.2 At the sign up meeting, all tenants will be provided with a copy of their Tenancy Agreement that sets out the conditions of their tenancy. Tenants will be asked to confirm details, including of household members and undertake an Affordability Assessment.
- 5.3 All new tenants will be granted the appropriate tenure, as detailed in Section 4 above.
- 5.4 NCH RP will not take steps to end a starter tenancy unless there is a breach in tenancy conditions or the tenancy has been obtained fraudulently.
- 5.5 All new tenants will receive a New Tenancy Visit by the Housing Patch Manager (HPM). This will be completed within 6 weeks of the start of a tenancy and will provide an opportunity to:
- Clarify any tenancy information and household details
 - Identify any property issues (such as repairs or neighbourhood)
 - Identify any other issues such as support needs or vulnerabilities

6.0 Managing Tenancies

- 6.1 The Tenancy Agreement sets out the core responsibilities of NCH RP and the tenant. NCH RP will ensure tenants are aware of their responsibilities and what can be expected from NCH RP at the start of the tenancy and during the New Tenancy Visit.
- 6.2 NCH RP will maintain good quality tenancy records and will comply with the General Data Protection Regulations.
- 6.3 NCH RP will provide appropriate and accurate advice and assistance to tenants about any tenancy management matter, particularly where this could affect tenants' rights. Tenants may be advised to seek their own independent legal advice where appropriate.
- 6.4 If a tenant breaches a condition of their tenancy agreement, NCH RP has the right to take appropriate action to address this breach. NCH RP will provide appropriate and accurate information to any tenant where there has been a tenancy breach to explain what action will be taken. NCH RP will also be clear about the action a tenant is required to take to rectify any breaches where appropriate.

- 6.5 Where there are potential support needs identified as part of a breach of tenancy, NCH RP will seek to ensure that tenants receive the appropriate support to help them stay in their home. This may include the completion of a Support Needs Assessment for the resident to identify agencies who may be able to help support. NCH RP will refer vulnerable residents in general need housing to support services where applicable.
- 6.6 Efficient collection of rental income is essential to NCH RP being able to operate as a viable business and provide essential management and maintenance services to homes.
- 6.7 As a responsible landlord with a commitment to creating sustainable tenancies, NCH RP will not allow customers to accrue, unchecked, large debts. NCH RP offers a comprehensive Tenancy Sustainment service and provides signposting to a range of advice and support services aimed at both preventing and dealing with debt.

7.0 Supporting Tenants and Sustaining Tenancies

7.1 A key policy aim is to ensure tenants are supported as much as possible to sustain their tenancies. To achieve this, NCH RP will:

- Work and engage with NCC Housing Services, Children and Adult Services, other providers and agencies to deliver a cross-tenure approach to the provision of support services for all people with support needs.
- Identify any vulnerability of tenants and record details on file so that employees can be made aware of these when appropriate.
- Seek to ensure that tenants receive the appropriate support to help them stay in their home. Residents in temporary accommodation will have a support plan in place.
- Adhere to the Referrer's Guide to Drug and Alcohol Services in Nottingham when identifying tenants who may need help with drug and alcohol problems and/ or tenants who may be affected by the drug and alcohol use of others.
- Advise and help low income households to get assistance with budgeting and debt problems.
- Have liaison and referral arrangements in place with social services, health authorities, and other relevant agencies to ensure appropriate ongoing support or services for tenants who need it

- Provide support where it is most effective i.e. where tenants are given their own permanent accommodation and provided with an agreed level of support to help them settle in and meet their responsibilities as tenants. The level of support will vary according to individual need.
- Ensure that NCH RP tenancy management services are tailored to meet the diverse needs of the communities in which NCH RP works.

7.2 Where an applicant who has been offered accommodation does not have the mental capacity to enter into the tenancy contract, NCH RP will require the appointment of a representative to act on their behalf.

7.3 Where a tenant ceases to have the mental capacity to deal with their affairs NCH RP will formally seek the assistance of the next of kin or support service to act on their behalf or make any relevant applications through the Court of Protection, where appropriate.

8.0 Mutual Exchanges

8.1 Existing Assured tenants may wish to enter into a mutual exchange with other NCH RP tenants or tenants of another social housing provider. NCH RP recognises that mutual exchange is a useful way of satisfying housing needs and aspirations which cannot be met in other ways.

8.2 Tenants must obtain consent from NCH RP before carrying out a mutual exchange.

8.3 NCHRP may attach conditions to consent for mutual exchange in respect of lifetime assured tenancies such as clearing rent arrears. The circumstances under which NCH RP may withhold consent will be provided on request.

9.0 Tenancy Changes

9.1 Sole to joint tenancies

In certain circumstances sole tenants may request to have a joint tenancy agreement with certain 'qualifying persons', so they would share their tenancy with that person. A 'qualifying person' is a person that would be capable of succeeding to the tenancy if the existing tenant passed away. This would likely either be a spouse/ civil partner/ person living with the tenant as husband or wife, or if no such person exists, a family member that has lived at the property for at least 12 months.

As well as the proposed new tenant being a qualifying person, the following conditions also apply:

- a) The existing tenant and prospective joint tenant will be asked to provide documentation and evidence to support their request.
- b) The existing tenant must serve Notice to Quit to end their tenancy before any request can be considered. Tenants will be expected to seek their own independent legal advice in relation to this.

Once the requirements above are complied with, NCH RP will consider each request and exercise discretion on a case by case basis, taking in to account the following factors:

- Whether there has been any previous assignment of the tenancy or any previous succession or if either of the prospective joint tenants have benefitted from previous assignments or successions. Generally, save in exceptional circumstances, sole to joint tenancies will only be permitted if there have been no previous such changes and will only be permitted once per tenancy.
- The best use of NCH RP housing stock.
- The conduct of the existing and prospective joint tenant including their compliance with previous NCH RP or other tenancy terms and conditions, maintenance of rent payments. If the sole tenant is in breach of any of the conditions of their current tenancy, the application will be refused.
- Any rent arrears that exist, whether current or former, of either the existing or prospective tenant. If there are arrears on the current rent account, the request will be denied unless arrears are cleared in full.
- The suitability of the property for any joint tenants including the size, type and any specific features or adaptations to the property.
- The evidence provided by the existing and prospective tenants for example but not limited to, identification, proof of residence, proof of eligibility for an allocation, proof of immigration status.
- Any other relevant factors in the circumstances of the case that are relevant to their suitability to be a joint tenant.

If the allocation of a new tenancy is approved, the existing sole tenant will have to sign a new tenancy agreement (once the NTQ expires). At the same time, NCH RP will complete a formal sign up interview and the joint tenants will sign a new tenancy agreement. This will create a new joint tenancy in which both tenants will be jointly and severally liable to comply with the tenancy conditions.

If the allocation of a new tenancy is refused, the existing tenant will be permitted to withdraw the Notice to Quit and their existing tenancy will continue, notwithstanding any other legal action taken against them in respect of their tenancy.

9.2 Joint to sole tenancies

A joint tenancy will end at the expiry of a valid Notice to Quit (NTQ) in writing from one or both tenants. If an NTQ is received from only one of the tenants NCH RP will take all reasonable steps to inform the other tenant of the consequences of the first tenant's action

If one member of the tenancy requests to stay in the property as a sole tenant, following the receipt of an NTQ, then NCH RP will only consider this if:

- a) the remaining tenant provides documentation and information as required; and
- b) if such a decision is in line with the NCH RP Allocations Policy and other relevant policies.

Any decision to grant a tenancy to a remaining tenant would have to result in the creation of a new, sole tenancy. This will only be possible once consideration has been given to the following factors:

- Whether there has been any previous assignment of the tenancy or any previous succession or if the prospective sole tenant has benefitted from previous assignments or successions. Generally, save in exceptional circumstances, new sole tenancies will only be permitted if there have been no previous such changes and will only be permitted once per tenancy.
- The best use of housing stock.
- The conduct of the existing and prospective joint tenant including their compliance with previous NCH RP or other tenancy terms and conditions, maintenance of rent payments. If the prospective sole tenant is in breach of any of the conditions of their current tenancy, the application will be refused.
- Any rent arrears that exist, whether current or former, of either the existing or prospective tenant. If there are arrears on the current rent account, the request will be denied unless arrears are cleared in full.
- The suitability of the property for any joint tenants including the size, type and any specific features or adaptations to the property.

- The evidence provided by the prospective sole tenant for example but not limited to, proof of identification, residence, eligibility for an allocation, immigration status.
- Any other relevant factors in the circumstances of the case that are relevant to their suitability to be a sole tenant.

If NCH RP decide that a new sole tenancy can be granted, the existing and remaining tenant will have to complete the relevant paperwork as required. If the decision is to refuse the granting of a new sole tenancy, the remaining sole tenant will be given advice and assistance on re-housing options.

9.3 Assignment to a qualifying successor (sole to sole)

In certain circumstances, tenants may have the right to assign their tenancy to another person who would be entitled to succeed on a tenant's death with NCH RP consent and as per the conditions of the tenancy agreement. There can only be one assignment by law and that can only be made to a person who would qualify as a successor to the tenancy. In such cases, tenants will be required to seek permission from NCH RP and if permission is granted, complete a deed of assignment.

10.0 Succession

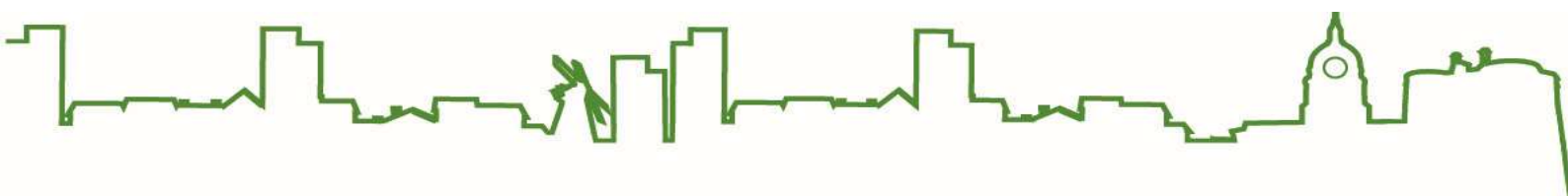
10.1 This section should be read in conjunction with section 2.2 of the Tenancy Agreement.

10.2 In the event of the death of a tenant, an occupant residing in the property may have the legal right to take over the tenancy. This is known as succession.

10.3 There can only be one succession in law in England.

Successions include;

- By way of survivorship in the case the joint tenants where one of them has died.
- Upon a tenant's death according to statute.
- Upon assignment to someone entitled to succeed upon death.
- Where the deceased tenant became the tenant of the property by way of exchange and he/ she was a successor to the tenancy which he/ she assigned in exchange.



If succession takes place, then it is the existing tenancy as it stands that is taken over by the successor;

- Subject to existing arrears or rent credits.
- Subject to existing legal notices.
- Subject to all rights and responsibilities under the tenancy agreement.
- Subject to any rights to compensation for the previous tenant's improvements.

10.4 The deceased tenant must have been living at the property as their only and principal at the time of their death.

10.5 Any joint tenant will succeed the tenancy automatically on the death of the other joint tenant.

10.6 Where there is no joint tenant, a qualifying spouse or partner will take precedence over any other family member for succession.

10.7 For assured tenancies granted from April 2012 only the spouse or partner can succeed in law. This follows changes introduced by the Localism Act 2011. For tenants with an assured tenancy before April 2012, the law remains the same in that the spouse, partner or qualified family member can succeed in law.

10.8 For tenancies beginning after April 2012 NCH RP may grant a discretionary succession to qualifying family members. A discretionary succession is defined in this policy as the grant of a new tenancy, not a continuation of the old tenancy. This may be the grant of a new tenancy of the current property or a more suitable property.

10.9 A qualifying spouse or partner will take precedence over any other family member or unpaid carer for the discretionary grant of a new tenancy, if agreed by NCH RP.

10.10 NCH RP can seek to move a successor to alternative accommodation where the original property is too large for the successor's household. A potential discretionary successor will also be offered suitable alternative accommodation where the property is too large for their household or is unsuitable for any other reason. There are a number of criteria that will be applied to determine whether the current property is suitable. Further information on this can be found in the NCH RP Succession policy.

10.11 Upon the death of a tenant, NCH RP will ensure that all remaining occupiers are given appropriate advice about the right to succession and will treat all cases with the greatest sensitivity.

10.12 NCH RP will take steps to formally end the tenancy of the deceased tenant where no valid notice is served on NCH RP and any occupiers will be given the opportunity to make representations about their circumstances before any possession proceedings are issued.

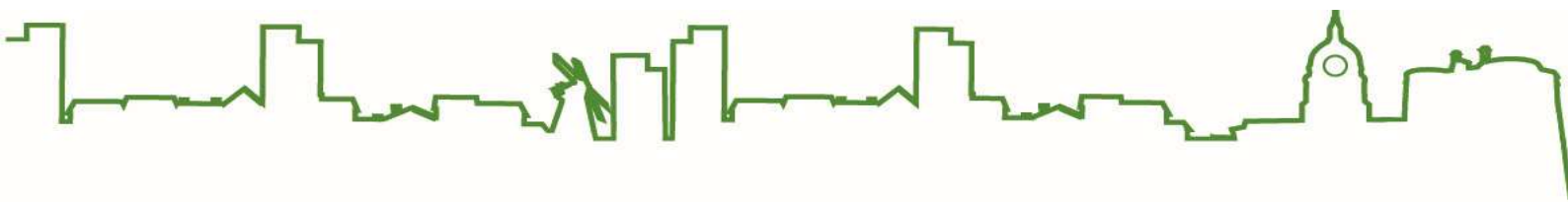
11.0 Ending Tenancies (Starter/ Assured Shorthold)

11.1 A tenant can end their starter tenancy at any time by providing a Notice to Quit giving four weeks' notice.

11.2 A starter tenancy will automatically become assured after a period of 12 months (or 18 months if extended) unless steps have been taken to end the tenancy.

11.3 In the event that NCH RP decides to extend the starter tenancy, then it must serve a notice of extension to the tenant setting out the reasons for that decision. The tenant will have the opportunity to discuss matters with a Housing Patch Manager or officer from Rents Team. The tenant also has the right to ask for a review of the decision to extend the tenancy. If the decision is upheld, then the tenancy will be extended for a further 6 months. This extension will allow the tenant to put things right (for example, make realistic arrangements to pay off rent or to stop behaviour that is causing a nuisance or annoyance to neighbours).

11.4 In the event that NCH RP decides to take action to end a starter tenancy, then it must serve the tenant with a notice before proceedings setting out the reasons for the decision. The tenant has the right to review this decision. If the decision is upheld, then proceedings for possession of the premises may be issued in court.



12.0 Right to Review (Starter/ Assured Shorthold tenancies, fixed term tenancies)

- 12.1** A starter tenant or an assured tenant where an absolute ground for possession as set out in Section 8 notice for mandatory possession (Sch 2 Housing Act 1988) is being relied on, has the right to review a decision by NCH RP to extend the starter tenancy or terminate their tenancy.
- 12.2** A tenant also has the Right to ask for a review of the length of fixed term tenancy offered, the type of tenancy offered and against a decision not to grant another tenancy on the expiry of the fixed term of a tenancy.
- 12.3** The right to review is a separate process to the complaints process. The complaints process should be pursued if the tenant is dissatisfied with the way NCH RP has handled an issue or dealt with a tenant. The right to review process should be followed if the tenant requires a review of a decision made by NCH RP to extend or seek an order for possession of a starter tenancy.
- 12.4** Tenants can request a review on the matters set out in section 12.1 or 12.2 by completing the review document provided during the service of possession documents. Alternatively, for all other reviews tenants must write to Nottingham City Homes Registered Provider, Loxley House, Nottingham, NG2 3NJ requesting a review. Tenants may use a review document if NCH RP provides one to use for these purposes.
- 12.5** An application for review of a decision as stated above must be:
- Made in writing.
 - Made within 14 days of service of a notice of proceedings for possession of a starter tenancy, or within 14 days of being notified of any other relevant fixed term tenancy decision, for example not to extend a fixed term tenancy.
 - Made within 7 days of service of the notice, where an absolute ground for possession as set out in Section 2 Housing Act 1988 is being relied on.
 - Clear about whether an oral hearing is sought. The tenant may make representations in writing in connection with the review, which will be considered by NCH RP. NCH RP will inform the tenants of the date it must receive written representations, which will not be earlier than 5 working days after the tenant receives this information from NCH RP.

- Addressed to Nottingham City Homes Registered Provider, Loxley House, Nottingham, NG2 3NJ.
- Clear about the reason(s) for dissatisfaction with the decision and set out matters that the tenant asks the Panel to take into account in reviewing its decision.

12.6 The tenant will be notified of the hearing date and time not less than 5 working days after the receipt of the request for a hearing.

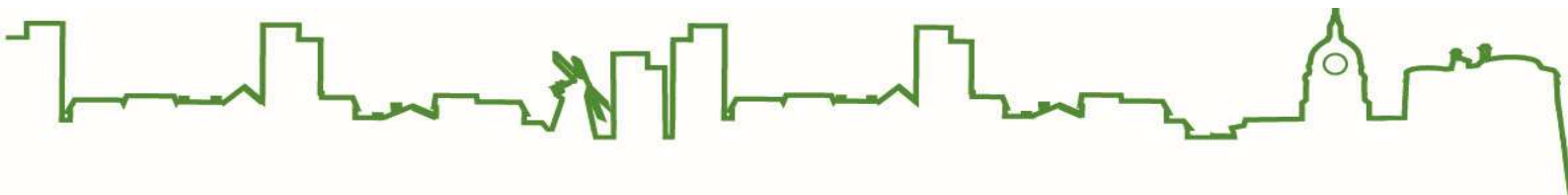
12.7 If a decision to seek possession is upheld, NCH RP can apply to court for an order to evict the tenant.

12.8 An application for review of a decision to extend a starter tenancy;

- Must be made in writing within 14 days of receipt of a notice to extend a starter tenancy.
- Be clear about whether an oral hearing is sought. If it is, then representations can also be submitted in writing in advance of the review hearing by the tenant.
- Be directed to or addressed to to Nottingham City Homes Registered Provider, Loxley House, Nottingham, NG2 3NJ.
 - If the tenant does not wish to have an oral hearing, representations can be made in writing which will be considered by NCH RP.
 - NCH RP will inform the tenants of the date it must receive written representations, which will not be earlier than 5 working days after the tenant receives this information from NCH RP.
 - Written representations must be received at least 2 workings days before the review.
 - Representations must be clear about the reason(s) for dissatisfaction with the decision and set out matters that the tenant asks the Panel to consider in reviewing the decision.

12.9 The tenant will be given at least 10 working days' notice of the review by NCH RP. If an oral hearing is requested, NCH RP will provide the date, time and venue of the hearing.

12.10 All reviews will be carried out by a Senior Manager of the NCH Group or Nottingham City Council acting on behalf of NCH RP and not involved in the original decision.



13.0 Ending Tenancies (Assured tenancies)

13.1 Ending tenancies

NCHRP may take steps to terminate a tenancy whether there have been serious and/or persistent breaches of a tenancy, including the accumulation of rent arrears.

13.2 End of a tenancy – by the tenant

If the tenant (starter, fixed term or assured) wishes to bring the tenancy to an end they may do so by effluxion of time (for fixed term tenancies), issuing a Notice to Quit (NTQ) or by way of surrender, if NCHRP agree.

13.3 Imprisonment

If a tenant is imprisoned for period of time, their tenancy will remain unless a court order is obtained at the time. However, NCHRP must be informed of this circumstance as soon as is practicable. Rent payments will need to be maintained during this period. Should a tenant who is imprisoned wish to end their tenancy, they may do so by serving a Notice to Quit (NTQ) or by way of surrender, if NCHRP agree.

13.4 Abandonment

NCHRP aims to re-let properties as quickly as possible in order to minimise rent loss resulting from abandoned properties. NCHRP recognises the need to have a clear and effective abandonment process to achieve this.

As a general rule, all NCH employees will be alert to any properties that have the appearance of being empty and will either initiate the abandonment procedure within the timescales set or notify the appropriate person (Housing Patch Manager) to do this on their behalf. Where appropriate, referrals will be made to NCH's Tenancy Fraud investigators for cases to be investigated.

Before taking repossession of an abandoned property attempts will be taken by NCHRP to satisfy itself that the house is unoccupied and that the tenant has no intention of reoccupying it.

All allegations of abandonment will be investigated swiftly and efficiently with particular regard to potential rent loss and void re let times.

Comprehensive records will be kept during the investigative process. If NCHRP is unable to trace the tenant and it appears beyond reasonable doubt that the premises are not being occupied legal action to regain possession may be pursued.

14.0 Ending Tenancies (Family Intervention tenancies)

- 14.1** NCH RP will serve a written notice of intent if intending to terminate a Family Intervention Tenancy. This will clearly explain the reasons why we consider a termination to be necessary.
- 14.2** The tenant will have the right to review this decision. Where a tenant decides to request a review, the right to review process should be followed (please see section 12 of this policy).
- 14.3** NCH RP will seek to terminate the tenancy by serving a notice to quit if:
- The tenant has not requested a review of the decision following the notice of intent
 - The tenant withdraws a review request
 - A review has been undertaken and the outcome is a decision to serve notice on the tenant.

15.0 Tenancy Fraud

- 15.1** NCHRP will investigate all reported cases of suspected tenancy fraud.
- 15.2** Where NCH RP finds evidence indicating that there may be tenancy fraud, action will be taken. This may include taking legal steps to recover possession of the property.
- 15.3** NCH RP recognises that there may be unauthorised occupants who are unaware that tenancy fraud has been committed. Appropriate advice and signposting information will be given in accordance with the Homelessness Reduction Act 2017.
- 15.4** In accordance with the Prevention of Social Housing Fraud Act 2013 and/ or the Fraud Act 2006, NCH RP will work with Nottingham City Council's Corporate Counter Fraud Team where there is evidence of a criminal offence with a view to bringing a criminal prosecution alongside civil prosecution. In cases of unlawful subletting, NCH RP may also seek an unlawful profit order.

15.5 NCH RP will ensure it addresses tenancy fraud in accordance with best practice and relevant legislation including, but not limited to:

- The Prevention of Social Housing Fraud Act 2013
- The Fraud Act 2006
- The Human Rights Act 1998
- The Data Protection Act 1998
- The Housing Act 1996/1988
- The Equality Act 2010
- General Data Protection Regulation 2018

The Prevention of Social Housing Fraud Act 2013

The Prevention of Social Housing Fraud Act 2013 (POSHFA) creates new specific criminal offences of unlawfully subletting by secure and assured tenants in social housing. This occurs where:

- the whole or part of the property has been sublet,
- the sublet is contrary to the tenancy conditions or,
- the tenant has moved out and the tenant knows the sublet is a breach of their tenancy.

POSHFA gives Nottingham City Council powers to prosecute in cases of unlawful subletting, and enables the court to order the recovery of any profit made through subletting, by awarding Unlawful Profit Orders (UPOs). Any secure or assured tenant convicted of unlawfully subletting their tenancy will lose their security of tenure and the criminal offence of sub-letting carries a maximum sentence of two years imprisonment and an unlimited fine.

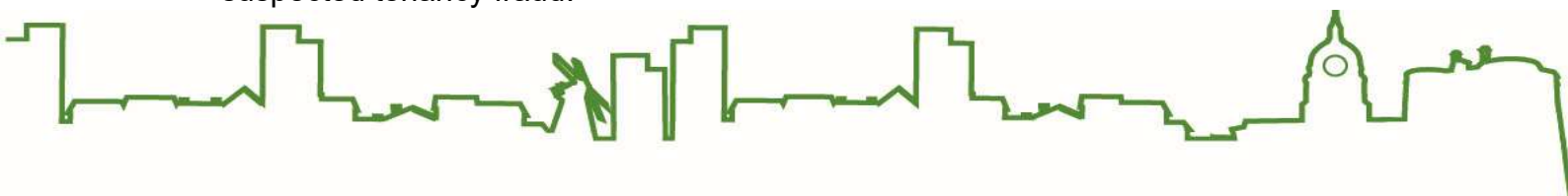
The Fraud Act 2006

Wilfully misrepresenting circumstances or deliberately misleading someone in order to gain from that misrepresentation may also be a criminal offence within the meaning of the Fraud Act 2006. We may involve Nottinghamshire Police or Nottingham City Council in bringing criminal proceedings against an individual(s) where it is satisfied that there appears to have been criminal intent.

The Housing Act 1988

The Housing Act 1988 s 1(1) (b) and Section 124 Housing Act 1996 mean that in order to remain an assured or starter tenant, the tenant must live in a property as their only or principle home. Obtaining a tenancy by false inducement is covered by section 17 of the Housing Act 1988

15.6 This policy should be read in conjunction with NCH Tenancy Fraud Policy, which provides detailed guidance on how we will investigate and take action on suspected tenancy fraud.



16.0 Pets

- 16.1** The NCH RP Tenancy Agreement sets out the basic rules for keeping pets
- 16.2** All pets must be kept in line with the terms of the Tenancy Agreement.
- 16.3** NCH RP recognises the benefits that responsible pet ownership can bring. However, controls must be in place to prevent irresponsible ownership, which can cause suffering to animals and a nuisance to neighbours.
- 16.4** Applicants for housing are asked to indicate on their application form if they currently keep or intend to keep a pet. This will not prejudice their application unless the applicant intends to keep a pet for which permission will not be granted.
- 16.5** Permission to keep the following animals will not be granted under any circumstances:
- Dogs listed on the Dangerous Dogs Act 1991
 - Livestock
 - Endangered species
 - Animals listed on the Dangerous Wild Animals Act 1976
- 16.6** Those tenants who experience nuisance from a neighbour(s) pet, or consider that a neighbour(s) pet is not adequately cared for, are encouraged to report their concerns to their local housing office or to NCH RP, Loxley House, Nottingham, NG2 3NJ.
- 16.7** NCH RP will deal with complaints about nuisance caused by pets efficiently and effectively
- 16.8** If a tenant breaches their NCH RP Tenancy Agreement due to keeping pets, permission to keep a pet within the property may be withdrawn.
- 16.9** Anyone mistreating or neglecting their pet will be denied permission to keep any pets.
- 16.10** Residents in NCH RP temporary accommodation cannot keep a pet.

17.0 Equality and Diversity

- 17.1** NCH RP will ensure this policy is applied fairly and consistently to all customers. NCH RP will not directly or indirectly discriminate against any person or group of people because of their race, religion, gender, marital status, sexual orientation, disability or any other grounds set out in the Equality and Diversity Policy. NCH RP will comply with its obligations under Equality Act 2010.
- 17.2** When applying this tenancy policy, NCH RP will act sensitively towards the diverse needs of individuals and communities.

18.0 Monitoring

- 18.1** The NCH RP Board and Management Team will receive regular reports on the performance against agreed measures and targets relating to this policy. Performance targets and progress against them will be monitored and published.

End.