

This leaflet must be issued to all existing tenants and to any new tenant upon the commencement of the tenancy to make them aware of their responsibility and in order for the landlord to comply with their licence conditions.

ADDRESS: _____

NAME OF TENANT: _____

AS THE TENANT OF THE ABOVE PROPERTY:-

1. You are responsible for the behaviour of every person (including children) living in or visiting your home including surrounding land, in communal areas (stairs, lifts, landings, entrance halls, paving, shared gardens, parking areas) and in the locality of your home.
2. You (or anyone living with you, or visiting your home) must not cause a nuisance, annoyance or disturbance. Examples include:
Loud music, shouting, door slamming, dog barking, dog fouling, drunkenness in public, fighting, selling drugs, drug abuse, fly tipping, urinating in public, playing ball games close to someone else's home etc, sitting on your doorstep or the pavement in a manner that causes obstruction.
3. You (or anyone living with you, or visiting your home) must not display any behaviour which may cause harassment, alarm or distress to any other person in the locality of your home or surrounding area. Examples include:
Racist behaviour or language; using or threatening to use violence; using abusive or insulting words or behaviour; damaging or threatening to damage another person's home or possessions; writing threatening, abusive or insulting graffiti; doing anything that interferes with the peace, comfort or convenience of others.
4. You (or anyone living with you, or visiting your home) must not use your home or any communal area for any illegal activity such as selling drugs.
5. You (or anyone living with you, or visiting your home) must not damage, deface, or put graffiti on property belonging to the landlord.
6. You must co-operate with the council and your neighbours to keep any outside areas and gardens clean, tidy and clear of any litter, refuse, waste or other obstructions, including the rear alleyways.
7. You (or anyone living with you) must not run a business from your home without the landlords' permission in writing.
8. You (or anyone living with you) must not sublet your property or allow other persons not named on the tenancy agreement to stay in your home as their only permanent UK address, without the landlords' permission in writing.
9. You (or anyone living with you, or visiting your home) must not park anywhere that would obstruct emergency services.
10. You (or anyone living with you, or visiting your home) must not carry out major car repairs on the land around your home or on the road.
11. You (or anyone living with you) must not put up structures such as sheds, garages or pigeon lofts anywhere on your property without the landlords' agreement in writing.
12. You must make sure your garden is tidy. Lawns must be cut and hedges trimmed.

13. You (or anyone living with you, or visiting your home) must not keep or use bottled gas, paraffin, petrol or any other dangerous material in your home or in any communal areas.
14. You (or anyone living with you, or visiting your home) must not interfere with any security and/or fire safety equipment provided in by your landlord in your property.

AS THE LICENCE HOLDER OF A PROPERTY IN A SELECTIVE LICENSING AREA:-

- I. You must recognise the importance of tackling antisocial behaviour in order to ensure that communities are safe and that areas do not decline because of a failure to act;
- II. You must have the facilities to receive and respond to initial complaints about your tenants' behaviour;
- III. You must undertake an incremental process of investigation of any complaints, which have been made either directly to you, or via the council, regarding your tenants. This process of investigation may involve one or more of the following.
 - a. Appropriate response to a complaint from a member of the community, neighbour or another person, regarding the conduct of the license holders' tenant and/or the behaviour of their children or visitors.
 - b. Sending of appropriate and proportionate warning letter(s).
 - c. Conducting a tenancy warning interview.
 - d. Attendance at a case conference or any other appropriate multi agency meeting arranged by the council or other relevant agency.
 - e. Engagement with the council, the police or any other agency involved in the case. This may involve providing supporting information or evidence where an appropriate authority seeks a legal remedy to the antisocial behaviour.
 - f. Serving of a relevant notice to seek possession where other interventions have failed and when all involved agencies agree that this would be the most appropriate course of action.

DECLARATION:-

I declare that I have read/had read to me the terms and responsibilities in this leaflet and that I understand and agree to adhere to these terms and responsibilities.

Tenant's signature: _____ Date: _____

Licence holder's signature: _____ Date: _____