The owner (Landlord) is: ………………………..of …………………………………..Abigail Housing manages the house for the owner. Abigail Housing is a charity providing temporary housing to refugees with temporary leave to remain.

This Licence agreement is between **Abigail Housing** of **197 Woodhouse Street, Leeds. LS6 2NY** and The Licensee (You).

Your Name: **…………………………………………………………………………** The agreement starts on: **…………………………**

The address is ……………………………………(the house), where You have the use of one bedroom. Apart from bedrooms, all the other rooms and facilities in the house are shared.

1. **Rental Charges**: You are responsible for paying the weekly charge (rent). Housing Benefit may be able to help you pay the rent depending on your income and savings. This should be paid monthly in advance.

**Weekly Charge** (Full rent): **£62.31** each week

You are responsible for paying for your own TV licence and contributing an equal amount with the other licensees for gas and electric via pre-payment meters. Gas and electric meters must be topped up regularly to avoid debt building up on the meter. Debt will be charged back to residents.

**Abigail Housing’s Obligations (What we agree to do)**

* 1. We will let you live in the bedroom but may move you to another bedroom in the house, or to another of our houses if we need to.
  2. We can enter your room, but will only do so if: -
* we need to move you to another house or room;
* we are doing a house inspection. We will write to you about this in advance;
* when we think you may have broken this agreement or think you have moved out;
* when we feel we need to check that you are OK;
* to help us maintain the house and carry out repairs. We will give you 24 hours’ notice except in an emergency.
* the licence comes to an end.
  1. We will respect your privacy. When we need to enter your room and will always knock on the door.
  2. We will help you understand the charges and how to claim appropriate benefits.
  3. We will pay all council tax and water charges.
  4. We will try get the best gas and electric prices available for the house.
  5. We will keep the house, the electric, gas and water supplies and heating working correctly and safely.
  6. We will keep the furniture, communal (shared) areas and decoration in reasonable repair.
  7. As far as we are able to, we will support you in your efforts to obtain more permanent housing, unless we ask you to leave because you have broken this agreement.
  8. If we need to ask you to leave, we will give you notice in writing, usually 28 days.

1. **The Licensee’s Obligations (What you agree to do)**
   1. **Looking for permanent accommodation**

* This is temporary accommodation. You agree to look for permanent housing.
* You must register with Leeds Homes and undertake a homeless assessment.
* You must bid regularly for Leeds Homes Accommodation and renew your priority when needed.
* You may need to consider private housing when this option allows you to keep your LHO priority.
  1. **Visitors**
* You may not have **overnight visitors** in the house or take in lodgers or let someone stay in the room if you have left.
* Visitors must not arrive before 9am and must leave the Property by 10pm.
* You must not leave visitors alone in the house.
* You are responsible for any visitors you allow into the house and any problems they cause.
* You must not let anyone in who you do not know, unless Abigail Housing ask you to let in contractors who are coming to carry out repairs or maintenance.
  1. The house must be your **main home**. You must live there most of the time.
* You cannot run a business from the house.
* You must not use or allow anyone else to use the house or property for any illegal purpose.
  1. You must not use, buy, sell or keep any illegal drugs at the house or anywhere on the property.
  2. **Respect other people** including: other residents; neighbours; staff; contractors; visitors and volunteers.
     1. You are not to cause a nuisance or play equipment or instruments so loud it causes a nuisance;
     2. You are not to commit any form of harassment because of another person’s race, colour, religion, sex, sexual orientation, age or disability.
     3. You are not to do anything which stops another licensee’s right to live peacefully in the house, or cause harm to anyone in the house.
  3. You must not keep any animals except a guide dog if you are blind.
  4. Keep your room clean and tidy and, with the other residents in the house, keep the communal areas clean and tidy.
  5. You must not change anything in, or remove anything from the house without permission.
  6. You must tell us about any damage to the house or anything in the house we need to fix.
  7. You must not keep or use paraffin, petrol, gas bottles or other dangerous materials in or near the house.
  8. You must not use other electrical or gas appliances, including fan heaters, in your room or anywhere else in the house without our permission
  9. You must follow any **health and safety** advice given and not do anything which may put others’ health or safety at risk.
  10. You **MUST NOT** change gas or electric supplier.
  11. You must pay an equal part of the fuel costs each time it is topped up, regardless of how often you are in the house.
  12. You must tell us if you are going to be away from the house for more than 7 days.
  13. You must give us 4 weeks’ notice when you want to leave the house and end this agreement.
  14. Your belongings are your responsibility and we take no responsibility for any loss, damage or theft.
  15. When you leave you must:
* return all the keys to us and not keep any copies of keys.
* clean your room, and make sure everything is tidy.
* Remove all your possessions. We do not accept responsibility for anything you leave behind.

1. **The Licensee’s Rights – You have the following rights: -**
   1. You have the right to live in the room and use the shared facilities until the licence ends, but you must keep to the terms of this agreement.
   2. We will consult you before we make any changes in the way we manage or maintain the property if these changes may affect you.
   3. We will explain to you: -

* What this licence agreement means
* How we will keep the house in good repair
* How we allocate rooms and move people within the project.
* You have a right to view information about yourself that you have given to us and that we keep on file.
  1. Abigail Housing has a Complaints Policy and procedures for dealing with any complaints you have about the way we operate this agreement.
     1. We will give you information about our Complaints Policy when you sign this agreement.
     2. We will inform you of any changes to this agreement.
     3. If you go through all the stages of the complaints procedure and are not satisfied, we will **not** offer any appeal process to any other agency or organisation

1. **Ending the Licence**
   1. We can end the licence and ask you to leave at any time by issuing a written notice. The usual notice period is 28 days, but can be less, including **no notice period** in circumstances where:

* In our reasonable opinion, you are in serious or persistent breach of the terms of this licence agreement
* You have been offered alternative accommodation, which we think is reasonable for you to accept.
  1. The reasons for the notice and the length of the notice period will be explained in the written notice.

1. **Data Sharing**
   1. Abigail Housing processes your information under this contract and will ensure that it keeps your data safe and accurate. We will share data with other organisations as part of this process. Whilst your rights under GDPR are not affected, should you choose to restrict the way we process your data we may be unable to offer you a service, including providing you with accommodation.
   2. Copies of our key policies are available on our website at <https://www.abigailhousing.org.uk/policies/>

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I, …………………………………………………………………… hereby confirm that the terms of this agreement have been explained to me and that I understand and accept these terms. I also accept that if any false information was given to Abigail Housing which may have persuaded us to grant this licence, this licence may be ended immediately.

Signed on behalf of Abigail Housing: ……………………………………………………………………………………………………………

Signed by the licensee: …………………………………………………………………………………………………………………………………

Date: ………………………………………………………………...