CONTACT US

0300 555 0500

Myriad House
33 Springfield Lyons Approach
Springfield
Chelmsford
Essex
CM2 5LB

enquiries@chp.org.uk
www.chp.org.uk
YOUR TENANCY

Your tenancy starts on:

Who to contact for rent enquiries:

Who to contact for tenancy and neighbourhood enquiries:
YOUR RENT

Total: £ per week

Your rent is: £ per week

Your service charge is: £ per week
YOUR RENT

- You must pay your rent in advance;

- Housing benefit can be paid straight to us by the council;

- If you do not receive full housing benefit you must pay the rest yourself;

- We will charge you rent 48 weeks of the year;

- We will work out your rent every year in April;

- We will tell you four weeks before we make any changes;

- We can evict you if you do not pay your rent.
YOUR HOME

You must keep your home clean and tidy.

You must maintain your garden if you have one.

You must ask us if you want to keep a pet.
YOUR HOME

You **must not** let your pets foul in communal spaces.

You **must** ask us if you want anyone else to live with you. We will write to you to tell you if they can live with you.

You **must not** leave your property and let anyone else live there.

You **must not** make any changes to your home without permission from us. We may inspect your home before and we will write to you to approve the work.
YOUR NEIGHBOURHOOD (THE AREA YOU LIVE IN)

You **must** make sure you and your visitors do not cause a nuisance to your neighbours.

You **must not** be too noisy.

You **must not** keep or store your things in common areas or stairwells.

You **must** put rubbish in the bin(s) provided.
REPAIRS

You **must** keep your home in good repair.

We will fix repairs that happen through normal wear and tear.

You **must** tell us when things need fixing.

You **must** let us into your home to fix them.

You **must** ask us if you can have a satellite dish. We will write to you to say yes or no.
REPAIRS

We **must** make sure you can get:

- Heating;
- Drinking water;
- Hot water;
- Electricity.
WHEN YOU MOVE OUT

You **should** tell us if you want to live somewhere else for over three months.

You **must** tell us 28 days before you want to move out.

When you move out you must:

- Remove all of your belongings;
- Remove rubbish;
- Leave your home clean and tidy;
- Leave your garden in a good condition;
- Return your keys.

We will charge you for any damage to your home.

We will charge you to store anything you leave behind.
Please contact us if you would like a copy of this document in large print, on CD or in another language.

Proszę się z nami skontaktować, żeby otrzymać ten dokument w wersji dużym drukiem, na płycie CD lub w innym języku. (Polish)

倘若您需要本檔以大字體、音頻格式 (CD) 或另外一種語言提供，請聯絡我們。 (Cantonese)

Bu belgeyi büyük boyutlu baskı olarak, CD ortamında veya başka bir dilde edinmek istiyorsanız lütfen bizimle irtibata geçin. (Turkish)

Kreipkitės į mus, jei norėtumėte gauti šio dokumento kopiją stambiu šriftu, jo garso įrašą kompaktiniame diske arba jei norėtumėte jį gauti kita kalba. (Lithuanian)

আপনি যদি এই নথিটির একটিকেপিভ্যুড়তৃঙ্খলের হাপায় সিডি তে অথবা অন্য একটিভাষায় (প্রত্যেক অভিন্নহনুষ্ঠানের সাথে) যোগাযোগ চান , তাহলে আমাদের লিখী যোগাযোগকর্তা আপনাকে সাহায্য করবে। (Bengali)