

# Licence Agreement

## Easy Read Guide



# Licence Agreement

## Easy Read Guide

**This guide helps you understand your licence agreement.**

Your licence agreement contains the rules that you must follow.

If the room you are renting is in a house you may have access to communal areas such as gardens, and shared rooms (such as kitchens).

This guide tells you what **rules** you must follow:



Inside your room;



In any communal areas;



In the wider community.

# Your responsibilities inside your room

## Behaviour



You must not behave in a way which could annoy your neighbours. This could include:

- Playing loud music at night or having the volume of a television turned up too loud
- Shouting or using bad language
- Banging on walls or banging doors
- Using rude, abusive, or racist language towards them



You must not commit criminal offences in your room



You must not be rude or abusive to neighbours or our employees or contractors



You are responsible for the behaviour of your visitors and anyone else in your room and must make sure that they also follow these rules



You must not keep any dangerous items like petrol in your home

## Pets



You can only have a pet in your room with our permission

## Condition



You must not damage your room

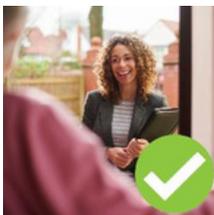


You must keep the inside of your room clean and tidy



We are responsible for maintaining the plumbing, heating system, walls, ceilings, and roofs – **you must report any damage to these areas to us**

## Access



You must let our employees or contractors into your room



You must ensure that your room is accessible and safe for our employees or contractors when they visit

# Your responsibilities in communal areas

## Behaviour



You must behave in the same way in communal areas as you should behave inside your room

## Condition



You must not damage any communal areas  
You must keep any communal areas clean and tidy

You must report any damage to us

## Vehicles



You must not carry out works to any vehicles in communal areas (including driveways, gardens, and car parks)

# Your responsibilities in the wider community

## Behaviour



When you are outside of your home we expect you, whilst in the local area, to behave in the same way as you would in your room

# Your other obligations

## Money



You must pay the licence fee every week or make arrangements for it to be paid – we can help you apply for any benefits you may be eligible for

You may also have to pay a service charge

## Living in your room



You must live in your room and use it as your only or principal home

You must not rent or give your room to someone else

You must not have a lodger

## Moving out



If you no longer want to live in your room you must tell us – you must give us at least **4 weeks' notice in writing**

## Our obligations

### Condition



We will keep the parts of your room and the building and communal areas that we are responsible for in a good condition



**Rooftop Housing Group**

70 High Street  
Evesham  
Worcestershire  
WR11 4YD

**Tel:** 01386 420800

**Email:** [enquiries@rooftopgroup.org](mailto:enquiries@rooftopgroup.org)

**[www.rooftopgroup.org](http://www.rooftopgroup.org)**