

TERMS OF OCCUPANCY

This letter of appointment is between the Trustees of Brunts Charity and

The allocated property is _____ which you may occupy from

A Weekly Maintenance Contribution of £ _____ is payable four weekly in advance by standing order or direct debit and this may be varied by the Trustees on the issue of a four week notice. In addition a weekly charge of £ _____ for water and sewage collected by the Charity on behalf of the Water Authority. Any variation to this amount will be decided by the Water Authority and notified to you by the Charity. The total 4 weekly amount payable by bank Standing Order or direct debit will be £ _____

To ensure the smooth running of the almshouses a list of the regulations appertaining to this appointment is shown below.

1. The Trustees agree to carry out all repairs to the property including any external decoration and cleaning of communal areas. Residents must permit reasonable access for inspection of their almshouse and for repairs to be carried out.
2. Trustees are responsible for installations provided by the Charity for water heating, space heating, sanitation, and for the supply of water, gas and electricity. It is the residents responsibility to provide and maintain their own appliance for cooking. The Trustees reserve the right to charge the resident where damage has been caused to any of the Charity's property by the resident or their guests.
3. You as the Resident are responsible for the internal decoration, cleanliness of the property and general wear and tear items but must not make any structural alterations or alter any installation without the specific permission of the Trustees.

4. The use of portable space heaters is strictly prohibited and residents should consult the on site staff if any additional heating is required.
5. Residents must promptly report any repair or defect in the property to the on-site staff.
6. The on site staff must be advised if a resident intends staying away from the property overnight or longer. Residents shall spend no more than 30 days per year away from the property.
7. The name, address and any other contact details of the residents next of kin and doctor must be supplied to the Trustees along with any medical details which may be beneficial in an emergency.
8. Residents are requested to occupy the property quietly and with thought for other residents, the trustees and staff of the Charity. The conducting of a business from the premises is strictly prohibited
9. The resident is classed as a beneficiary of the Charity and neither they, their guests or relatives will have a right to a tenancy or legal interest in the almshouse. Lodgers or sub-tenants are not allowed
10. The Trustees encourage residents friends and relatives to visit and there is a guest bedroom at each community centre that can be rented for a modest fee. The Trustees do allow children under 18 years of age to stay in the residents accommodation for up to seven days in any 3 month period and adults up to two nights in an emergency or where it is impractical to use the guest bedroom. Other periods must be with the written permission of the Trustees.
11. Residents may expect to have use of the accommodation for as long as they may need it and in the sole view of the Trustees have the ability to look after themselves.
12. The Trustees reserve the right to ask a resident or residents to vacate the dwelling and move either temporarily or permanently to an alternative almshouse.
13. The Trustees reserve the right to set aside a residents appointment to a almshouse if in their view they are in breach of the terms of appointment, no longer qualify as a beneficiary, or are considered a risk to other residents or staff.

14. Due to the nature of the sites where the properties are situated cats or dogs are not allowed. There is no objection to residents having small birds or other animals that are usually housed in cages within the home as long as no nuisance is caused.
15. Residents do have the right to own cars and park within the site. Parking of vehicles on grassed areas is strictly prohibited. Cars must also be maintained in a roadworthy condition and in compliance with the road traffic acts. Residents are also responsible for the security of their vehicle.
16. The Trustees of the Charity promotes a policy which gives fair and equal treatment to all persons regardless of race, colour, sex or creed.
17. The resident is expected to provide no less than four weeks notice when they wish to vacate the property. Vacant possession is required along with the return of all keys with the premises and its fixtures and fittings in a good lettable condition.
18. The trustees will from time to time supply a handbook to the residents which will further explain residing in a Brunts Charity property.
19. The Charity operates a complaints procedure in accordance with Housing Corporation and the Almshouse Association.

I/we confirm the acceptance of the above property on the terms stated and confirm that the details on the application form are correct.
 I also acknowledge the attached letter on Health and Safety

Signed(licencee/s)

Signed.....(Brunts Charity)

Date.....