

SCHEDULE

Regulation 3

PART I

ADDITIONAL INFORMATION TO BE INCLUDED IN A RENT BOOK SUPPLIED IN CONNECTION WITH PREMISES LET UNDER A PRIVATE TENANCY

LEGAL RIGHTS OF ALL PRIVATE TENANTS

Rent Book

1. All private tenants have a legal right to a rent book which must be provided by the landlord free of charge. Your district council has powers to take legal action where this requirement is not complied with. The tenant must make the rent book available to the landlord (or agent) for updating.

Notice to quit

2. A notice to quit must give at least 4 weeks written notice of the date on which it is to take effect.

Illegal eviction and harassment

3. It is an offence for your landlord or anyone acting on his behalf to harass you or your household or illegally evict you. This could include interfering with your home or your possessions or cutting off services such as water or electricity with the intention of making you leave your home. Your district council has powers to take legal action should any of these occur.

Security of tenure

4. You cannot be evicted from your tenancy without a possession order issued by a Court of Law, although you may be liable for legal costs incurred if an order is issued.

Help with payment of rent and rates

5. You are entitled to apply for help with the payment of your rent and rates through Housing Benefit, which is a Social Security benefit paid by the Housing Executive. For further information contact your local Housing Executive office.

Further advice

6. If you would like advice or assistance with any problems you are having in relation to your tenancy contact either Housing Rights Service, telephone (028) 9024 5640, or Advice NI, who will give you details of your local advice centre, telephone (028) 9064 5919, or Citizens Advice Bureaux (see Phone Book for details). You can also contact a solicitor. Help with all or part of the costs of legal advice may be available under the Legal Aid scheme.

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PART II

ADDITIONAL INFORMATION TO BE INCLUDED IN A RENT BOOK SUPPLIED IN CONNECTION WITH PREMISES LET UNDER A RESTRICTED TENANCY

General

1. Your tenancy is known as a 'restricted tenancy' under the terms of the Rent (Northern Ireland) Order 1978. This means that your rent cannot be increased above the level payable in 1978. You may also be obliged to pay the annual rates on your tenancy. Your tenancy can continue for your lifetime except in certain limited circumstances. You may also be able to pass on your tenancy to another member of your family.

Repairs

2. Your landlord has very limited repairing obligations but you may be able to get help from your district council for some items of disrepair.

Regulated Rent Certificate

3. If your home meets the Fitness Standard your landlord can apply to your district council to have your tenancy approved as a regulated tenancy. This is likely to affect the amount of rent you have to pay but your right to remain in your home is unchanged.

PART III

ADDITIONAL INFORMATION TO BE INCLUDED IN A RENT BOOK SUPPLIED IN CONNECTION WITH PREMISES LET UNDER A REGULATED TENANCY

General

1. Your tenancy is known as a 'regulated tenancy' under the terms of the Rent (Northern Ireland) Order 1978. This means that your rent cannot be increased above the level payable in 1978 unless it has been registered with the Housing Executive. The rent payable is set using a formula provided in law. You may also be obliged to pay the annual rates on your tenancy. You can appeal the level of rent to an independent rent assessment committee in certain circumstances, for example, if your tenancy is in poor repair or if you have carried out significant repairs or improvements yourself. Your tenancy can continue for your lifetime except in certain limited circumstances. You may also be able to pass on your tenancy to another member of your family.

Repairs

2. You and your landlord have repairing obligations that form part of your tenancy agreement. Unless your tenancy agreement states otherwise, your landlord is responsible for the exterior and structure of your home (including walls, roof, chimney, guttering, doors, windows etc.) and for installations which supply water, gas, electricity and sanitation (including baths, sinks, and WC's). You are responsible for the maintenance and decoration of the interior; all glass, including window glass; open fireplaces, including tiles; and for clearing blockages to sinks, drains, gutters etc. If you need to have repairs carried out you should contact your district council who will inspect your home and issue a Certificate of Disrepair, requiring either you or your landlord to carry out the necessary repair work.

Further information

3. If you have queries regarding your rent, contact the Housing Executive, Private Sector Unit, The Housing Centre, 2 Adelaide Street, Belfast BT2 8PB, Tel (028) 9031 8773.

PART IV

ADDITIONAL INFORMATION TO BE INCLUDED IN A RENT BOOK SUPPLIED IN CONNECTION WITH PREMISES LET UNDER A PROTECTED SHORTHOLD TENANCY

General

1. Your tenancy is a protected shorthold tenancy, under the terms of the Housing (Northern Ireland) Order 1983. This is a form of protected tenancy where the initial term of the tenancy is limited to between 1 and 5 years. Your rent must be registered with the Housing Executive. You may also be obliged to pay the annual rates on your tenancy. You can ask an independent rent assessment committee to reassess your rent in certain circumstances, for example, if your tenancy is in poor repair or if you have carried out significant repairs or improvements yourself.

Repairs to registered restricted shorthold tenancies

2. If your tenancy was previously let as a restricted tenancy your landlord has very limited repairing obligations but you can get help from your district council for some items of disrepair.

Regulated Rent Certificate

3. If your home meets the Fitness Standard and is then inspected and approved by your district council, your landlord can apply to have your tenancy changed to a regulated shorthold tenancy. This is likely to affect the amount of rent you have to pay.

Repairs to registered regulated shorthold tenancies

4. If your tenancy was previously let as a regulated tenancy, you and your landlord have repairing obligations that form part of your tenancy agreement. Unless your tenancy agreement states otherwise, your landlord is responsible for the exterior and structure of your home (including walls, roof, chimney, guttering, doors, windows etc.) and for installations which supply water, gas, electricity and sanitation (including baths, sinks, and WC's). You are responsible for the maintenance and decoration of the interior; all glass, including window glass; open fireplaces, including tiles; and for clearing blockages to sinks, drains, gutters etc. If you need to have repairs carried out you should contact your district council who will inspect your home and issue a Certificate of Disrepair, requiring either you or your landlord to carry out the necessary repair work.

Further information

5. If you have queries regarding your rent, contact the Housing Executive, Private Sector Unit, The Housing Centre, 2 Adelaide Street, Belfast BT2 8PB, Tel (028) 9031 8773.

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PART V

ADDITIONAL INFORMATION TO BE INCLUDED IN A RENT BOOK SUPPLIED IN CONNECTION WITH PREMISES LET UNDER AN UNCONTROLLED TENANCY

General

1. Your tenancy is not a protected or statutory tenancy within the meaning of the Rent (Northern Ireland) Order 1978 and is known as an ‘uncontrolled tenancy’. You have the protection of the legal rights described in this rent book but other terms and conditions of your tenancy are a matter for agreement between you and your landlord.

Repairs

2. Responsibility to repair is determined by your tenancy agreement but you may be able to get help from your district council for some items of disrepair.