If you are interested in moving please ring Customer Services and ask to speak to the HomeMove Advisor.

**Sheltered Accommodation**

We have just over 400 sheltered properties. This accommodation provides independent secure housing. There are also additional social and domestic facilities.

All schemes have 24 hour cover provided by a control centre. Each property is a self contained home with its own kitchen and bathroom.

You can apply for a sheltered housing tenancy through Keyways. One of our Scheme Managers will visit you to assess your support needs and you will be charged accordingly. Age restrictions apply and vary for each scheme. They are 55+ or 60+.

If you receive housing benefit towards your rent, you may also be eligible to receive Supporting People Grant for your support charge. We will assist you with making a claim if you qualify.

SHELTERED ACCOMMODATION IS CLASSED AS INDEPENDENT LIVING ACCOMMODATION AND UNDER FIRE REGULATIONS EVERYONE WHO RESIDES THERE MUST BE ABLE TO LEAVE THE PREMISES WITHOUT ASSISTANCE. THEREFORE WE CANNOT:

- Accept anyone who is housebound into sheltered accommodation
- Give a first floor tenancy to anyone who is unable to get down the stairs unaided in the event of a fire when the lifts are out of action

**Low Cost Home Ownership**

HomeBuy is the government’s Low Cost Home Ownership scheme. Kettering Borough Council offers a number of HomeBuy schemes in conjunction with housing associations and the HomeBuy agent for Northamptonshire. Before buying a property, you should seek independent financial advice to ensure you can afford the costs associated with home ownership.

Please contact Customer Services if you are interested in Low Cost Home Ownership.
**Ending your Tenancy**

You can end your tenancy by giving 4 weeks notice in writing, or asking Customer Services for a Notice to Quit form. The notice should finish on a Sunday. If you are joint tenants with a fixed term tenancy (regardless of length) both of you must sign the Notice form. The tenancy will not end with only one signature. If this happens we strongly advise you to get some legal advice. You are responsible for leaving your home and garden in a clean and tidy condition.

You must let us have all the keys to your property, including any outbuildings, before noon on the Monday after the notice finishes. If you hand in the keys after this you will be liable for the rent and any other charges for that week.

Your Neighbourhood Manager will make an appointment to visit you and answer any questions you may have before your tenancy ends. They will give you advice on ending your tenancy and advise you of any repairs that are needed before you move out. If you have had previous permission to make an alteration in your property by the time the Notice expires.

Before handing in the keys please make sure that:
- The property is clean
- All furniture, carpets and belongings are removed
- All cupboards, sheds and lofts are emptied and cleaned
- Fixtures and fittings which belong to us are left in place and in good order
- There is no rubbish in the property or in the garden, or any outbuildings
- Any repairs that are your responsibility are fixed
- An expert is used when removing gas or electric appliances
- You do not leave bare wires or open gas pipes
- All rent is paid up to date
- No one remains living there
- The property is in good decorative order

**Joint Tenants Ending a Tenancy**

If you are a secure or introductory joint tenant and sign a Notice to Quit the whole tenancy in both names will come to an end even if the other tenant did not sign the Notice. We will expect a clean and empty property by the time the Notice expires.

If you are the tenant who did not give Notice, you do not have an automatic right to continue living in the property or be offered other accommodation. In all cases where we receive a Notice to Quit and a joint tenant wants to be considered for the sole tenancy of the property or another property, they must complete an application form for Keyways, our choice based lettings scheme. Application forms are available at [www.keyways.org.uk](http://www.keyways.org.uk) and [www.kettering.gov.uk](http://www.kettering.gov.uk)

In these circumstances you must contact your Neighbourhood Manager as soon as possible to discuss your housing needs.

**Condition of premises**

Every year we invest in upgrading properties to ensure you have warm, secure and safe homes. The money we invest comes from the rent you pay.

We record the condition of all properties prior to a new tenancy being signed. Most tenants take great care of their home and at the end of a tenancy their property is returned to us in a satisfactory condition.

Unfortunately a few properties are left in a poor condition which means a lot of extra repair work and expense becomes necessary. This delays a new tenant moving into the property and means we have less money to spend on upgrading properties and estates.

We charge tenants where a property is left in an unsatisfactory condition. Some examples of this are as follows:

- improvements carried out without our permission
- needing to replace any fixtures or fittings
- clearing any rubbish or personal belongings
- repairing any damage, etc.

We will also pursue you for any outstanding rent or charges.

**Death of a Sole Tenant**

When a sole council tenant dies, the law says that the only people allowed to deal with the assets and possessions of the tenant are his or her executors or administrators (sometimes called ‘personal representatives’).

If the tenant has made a will, the executor or administrator will be named in it.

If the tenant did not make a will, any person or people wanting to clear the premises or remove any belongings must first make sure they have a right to do so.

There is no general right for any member of a tenant’s family, other relatives, friends, helpers or anyone else to enter the premises to move, disturb, sort out or dispose of any belongings. By law, we must ask them to prove that they have the right to enter the premises. We must make sure that the person or people we allow into the premises have the authority to be there and handle any belongings.

For more information please contact your Neighbourhood Manager.

**Other Housing Options**

Secure tenants can exchange properties and buy their properties at a discount. Please see leaflet ‘Your Tenancy’

**Keyways**

You can complete an application for the Keyways Housing Register if you would like to move to a property advertised on the Keyways website. Your circumstances will need to have changed considerably and you will be required to demonstrate a housing need.

**HomeMove**

We have a scheme to help secure tenants to move to smaller properties. HomeMove provides practical support during the moving process and specific financial packages, subject to conditions. To be eligible for HomeMove you need to be occupying family accommodation by one or more bedrooms. The table below gives an indication of the types of property we consider suitable for a family to live in.