The Housing Options Team will be able to advise you on the other housing options available to you:

**Housing Options**
Kettering Borough Council
Municipal Offices
Bowling Green Road
Kettering
NN15 7QX

01536 410 333

www.kettering.gov.uk
From 1st April 2013 Kettering Borough Council will be offering Fixed Term Tenancies. The Housing Act 1985 gives tenants the right to request a review against the length of a Fixed Term Tenancy they are offered. Tenants also have a right to request a review if their tenancy is not to be renewed at the end of the fixed term.

This leaflet explains what you must do if you want to request a review of any of those decisions.

There are two types of review that are covered in this leaflet:

• The review of a decision on the length of a Fixed Term Tenancy
• The review of a decision to seek possession.

Reviewing the decision on the length of your Fixed Term Tenancy.

When your bid for a property is successful on Keyways you will be sent a provisional offer letter of an introductory tenancy that will last for one year.

The introductory tenancy will then convert to a fixed term tenancy for 2 or 5 years (some households will be offered lifetime tenancies).

You have the right to a review on the length of the Fixed Term Tenancy that has been offered. The offer letter will explain what you must do if you want a review. You can only disagree on the length of the tenancy offered and not the fact that it is a fixed term tenancy.

If you go ahead with a review we will write to you with the time and date that it will take place. This is when we will look again at the length of the Fixed Term Tenancy you have been offered.

One of the questions on the review form will ask if you want to have an oral hearing. This means you, or someone on your behalf, can speak at the review. However, the review will still take place even if nobody attends.

If you want an oral hearing you or someone on your behalf will be invited to attend the review and can ask questions and give evidence to support your case.

The person conducting the review will be a Council Officer who is more senior than the person who made the original decision. They will not be a person who was involved in the original decision.

We have to grant and renew fixed term tenancies in line with our Tenancy Policy, which can be found at www.kettering.gov.uk

The person conducting the review will check that the length of the Fixed Term Tenancy is in line with the policy. We will notify you in writing of the outcome of the review.

Renewing a Fixed Term Tenancy

We will check and reconsider all household’s circumstances between 6 and 12 months before the fixed term ends.

This will involve a full review of your household’s circumstances and housing needs which could have changed since the tenancy began. You will need to be involved in the process. In most cases we will renew your tenancy for another fixed term.

However, if we decide not to renew your tenancy we will deliver a notice telling you why. We will serve the notice at least 6 months before the end of your fixed term.

The notice will be attached to a review form. If you disagree with our decision not to renew your tenancy you must complete and return the review form within 21 days.

A review will be conducted in exactly the same way as the review of the length of a Fixed Term Tenancy.

If the review’s decision is the same as the original decision we will write and tell you the reasons why.

If we are not going to renew your tenancy and you remain in the property after the fixed term ends we will apply to court for possession of the property after the date stated on the notice.

We have to grant and renew fixed term tenancies in line with our Tenancy Policy, which can be found at www.kettering.gov.uk

The court can only refuse to grant us an order for possession if we have not carried out the review correctly or that our decision on the review is wrong in law.