



# *Relationship Breakdown Procedure*

## **1. Introduction**

- 1.1 Relationship breakdown can result in significant housing difficulties for tenants. We will deal with cases sensitively and appropriately.

## **2. Policy**

- 2.1 This procedure applies to Co-op Homes short life and permanent tenants, as well as Co-ops tenants.

## **3. Procedure**

- 3.1 Receive a request from tenant for assistance or support as a result of relationship breakdown.
- 3.2 Contact the tenant and offer private interview facilities or a home visit as appropriate respecting the confidentiality of the tenant at all times. Provide an Officer of the same sex or cultural background where possible and requested. At the interview be sensitive to the needs and state of the person but in order to determine the advice or assistance provided try and find out:
- The wishes/ intentions of each party and whether they are in agreement
  - Who is living at the property – if there are children, what are their ages and who will they be residing with
  - The status of the tenancy
  - Whether the couple are married or cohabiting and whether there are any children
  - Whether there are any rent arrears
  - Whether domestic violence or abuse has occurred
  - Whether both parties are still living at the property

The person needs to be informed fully of their rights and obligations and the implications of action they take. These include:

- Contacting the local authorities housing needs, CAB or a solicitor for independent advice
  - Contacting the local authority to make a homeless application
  - Options for transferring the tenancy. Either through a court order or under our Assignment procedures
  - If they are the tenant or joint tenant their rights and obligations for the tenancy including the payment of rent.
- 3.3 Where the tenant is requesting temporary accommodation follow the emergency re-housing procedure.
- 3.4 After the interview record the action taken and or agreed.



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### **4 Guidance Notes**

- 4.1 Treat people experiencing a relationship breakdown in a similar way to those experiencing domestic violence and adopt a victim orientated approach.
  
- 4.3 Either joint tenant can end the tenancy by service of Notice to Quit without the other party needing to be informed that the tenancy is to be terminated. However, the dealing officer will need to write informing both joint tenants that the tenancy has ended.