



Short Life Properties

Information for Temporary Tenants

What are Short Life Properties?

Short Life Properties are temporary homes which are leased to Co-op Homes from other owners. This means that at some time in the future Co-op Homes will be required to hand these properties back to their owners.

In some instances the quality and security of short life properties is of a lesser standard than we are able to offer permanent tenants.

We hope that the following will help you with some of your questions.

What type of tenancy will I have?

You will be issued an Assured Shorthold Tenancy (AST). This means that you do not have the right to remain permanently in the property. Your tenancy will be for 6 months in the first place, and will then be on a month to month basis after that. Your housing officer will explain all of the terms and conditions of your tenancy when you sign the tenancy agreement, so please feel free to ask if you have any other questions at this time.

What about the quality of my home?

We will try to keep your home in a reasonable condition. It will be wind and water tight, and meet the minimum health and safety standards set out by the local council.

The property may not be in the same condition as newer housing. This is because we lease the property from the owner on a short term basis (a short term lease) and so are not able to invest as much money into it as we would like.

In most cases Co-op Homes are responsible only for the internal parts of the building. The owners are responsible for the external parts of the building, including the windows. We will make every effort to ensure that the owners keep the exterior of the property in good condition.

If you have a repair to report, then please call our maintenance line on **0845 0597717**.

Can I make improvements?

We are happy for tenants to make small improvements to their homes; however this must be with our prior written permission in every case.

We may be able to help with the costs of improvement, and requests will be considered on a case by case basis.

Please do not spend lots of time and money improving your home as we do not always know when properties will have to be handed back.

What happens when we have to hand the property back?

If we have to hand the property back to the owner, or we assess it as unsafe, you will be given a Section 21 notice. This will give you a period of time to leave the property, usually two months. You should then immediately contact your local council housing team for help with re-housing.

Will I be permanently re-housed?

There is a general shortage of affordable housing in England, and it may take some years for you to be re-housed. Please ensure your local council is aware of your personal circumstances as you may be eligible for more points which could move you up the housing list.

Will I be housed by Co-op Homes or the Council?

Generally your local authority, not Co-op Homes, is responsible for re-housing you.

If you are a direct applicant or have been nominated by one of our affiliated housing co-operatives, Co-op Homes may be able to consider you for re-housing. We will take into account whether you pay your rent, respect your neighbours, and keep your home in good condition. However, there is no guarantee that we will be able to re-house you, and we advise that you apply to be on the local authority housing waiting list.

If you have been placed in your home by the local council, they will be responsible for re-housing you. You should ensure that you keep in contact with the council's housing team and let them know of any changes to your circumstances, for example, if you become ill or disabled, or if you have an addition to your family.

Please note that many councils will not offer to re-house you if you are in rent arrears, or if you have damaged or mistreated the property. It is in your own interest to pay the rent and keep your home in good condition.

Will I be re-housed by another landlord?

If you are in an area covered by LOCATA (an organisation of nine housing associations in West London) or another choice-based letting scheme, you can bid for suitable properties when they are advertised.

Tips for Better Living in Temporary Housing

Avoid condensation:

Do:

- Keep your heating on a constant low in all rooms during cold weather.
- Keep internal doors closed.
- Use the heating provided.
- Make sure windows are opened at least once a day to allow fresh air into the room.
- Wipe down walls and windows regularly.
- Open the windows when you are drying clothes.
- Make sure the extractor fan is on when you have a bath, and afterwards leave the window open until all moisture has gone.

Don't:

- Boil saucepans and kettles without lids on.
- Close the windows when you are cooking or boiling the kettle.
- Dry clothes in an un-vented room.
- Use a tumble dryer unless it is vented to the outside.

- Block air vents or air bricks.
- Use bottled gas or paraffin heaters.

Avoid heat loss and reduce draughts:

- Keep doors closed to stop heat escaping.
- Fit draught excluder strips around external door frames and window frames.
- Use heavy curtains and tuck them behind radiators and on to window sills in cold weather.
- Fit a flap over the letterbox.

Keep pests under control:

- Keep food in airtight containers or wrapped up whenever possible.
- Keep your worktops and floors clean at all times.
- Make sure that rubbish is placed outside in a bin with a lid.
- Keep your garden or external areas clean and tidy.

For further information contact:

Co-op Homes, The Market Building, 195 High Street, Brentford, Middlesex, TW8 8LB. **Tel:** 020 8568 4112 **Fax:** 020 8568 4037

Email: homes@coophomes.coop

If you would like this information in your own language, in Braille, audio tape or large print please call **020 8568 4112**.

Co-op Homes (South) Ltd

Registered Office: The Market Building 195 High Street, Brentford, Middlesex TW8 8LB.

Affiliated to the National Housing Federation

and the London Federation of Housing Co-operatives.

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