

Action to Extend an Introductory Tenancy

This factsheet tells you what will happen if you have been served with a Notice of Extension Proceedings.

If you have broken the terms of your introductory tenancy agreement, we expect you to put things right within an agreed time. For example, if you are in rent arrears, we expect you to clear the debt or make an agreement to pay your arrears along with your current rent payments. If your anti-social behaviour is causing problems for neighbours, we expect you to change it.

We expect you to put right whatever is causing the problems.

We may decide to extend your introductory tenancy by 6 months. This means we have more time to be confident that you have resolved things and problems will not be repeated.

First, we will serve a Notice of Extension Proceedings.

We will deliver a Notice of Extension Proceedings to you at home (or to any other address we know you are living at). We must do this no later than 8 weeks before your original tenancy ends.

This is the first step in extending your introductory tenancy by 6 months, starting from the original end date.

You can ask for a review.

If you disagree with our decision to extend your tenancy, you can ask for a review. You must do this within 14 days of receiving the Notice. We will let you know when and where the review will be held at least 5 days beforehand. You can bring someone along for support or to speak for you, if you like.

If you don't attend, the decision will be made without you.

About the review

The review will be conducted by a senior council officer who has not been involved in the decision to extend your tenancy. They will consider information from your Housing Management Officer. They will also take into account any information from you, for example, why you feel your introductory tenancy should not be extended or how you will avoid problems in future.

Giving you the decision

After hearing from both sides, the reviewing officer will make their decision. We will write to let you know their decision within 2 working days. Our letter will also give the reasons for the decision and tell you what you need to do next.

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What happens next?

If the review **agreed to extend your tenancy**, you will continue to be an introductory tenant for a further 6 months. Your Housing Management Officer will visit you regularly at home and will monitor your tenancy closely.

If there are further serious problems during this time, we will consider taking steps to end your tenancy.

If the review **did not agree to extend your tenancy**, you will continue as an introductory tenant. At the end of the original 12-month period you will become a secure tenant. Please be aware if problems resume we can start this action again or take steps to end your tenancy.

For more information, please see the other fact sheets in this series:

- H1 Introductory Tenancy – Getting Started
- H3 Action to End an Introductory Tenancy

Telephone: 01904 551550
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Station Rise
York YO1 6GA

This information can be provided in your own language.

Informacje te mogą być przekazywane w języku ojczystym.
Polish

Bu bilgi kendi dilinizde almanız mümkündür.
Turkish

此信息可以在您自己的语言。
Chinese (Simplified)

此資訊可以提供您自己的語言。
Chinese (Traditional)

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