

## Responsible Tenant Rewards: Terms and Conditions



### Qualifying Criteria 2017 to 2018

1. To be considered for a Responsible Tenant Reward, a Nottingham City Council residential tenancy must be in operation at the commencement of the qualification period **and** at the end of the qualification period and a Right to Buy application has not been submitted.

- i. If a tenancy commences after 1<sup>st</sup> November 2017 or their tenancy ends before 31<sup>st</sup> October 2018 they will not be eligible for the 2018 reward

2. Subject to qualification, only one Responsible Tenant Reward will be issued per tenancy, per year. Joint tenants will not qualify for a separate reward.

3. All residential tenancies **will qualify** for a Responsible Tenant Reward, subject to the qualifying criteria in (1) above and so long as the following conditions are met:

- i. The rent account for the tenancy is paid up to date, or the balance is less than £100, OR, an arrangement is in place to pay the rent and arrears and this is being maintained.
- ii. Gas servicing and any other appointments including district heating, gas safety, electrical inspections, solar panel testing, servicing and checks and other have been kept (or have rearranged them in good time)
- iii. Private gardens within the curtilage of the property or balconies (if there are any) are kept tidy and in good condition, OR, positive steps have been taken to rectify the breach following first or second stage action taken by Nottingham City Homes.
- iv. No chargeable tenant damage has occurred to the home, garden, communal areas or neighbourhood, OR, if damage has occurred, the tenant has paid the debt or has maintained an instalment arrangement to pay the debt.
- v. The tenant, their household and their visitors have behaved in a respectful and responsible way in and around their home and neighbourhood.
- vi. The tenant, their household and their visitors have behaved in a respectful and responsible way to Nottingham City Homes' staff in the execution of their duties.
- vii. They, and any other eligible residents, are registered to vote at their address.

4. Tenancies **will not qualify** for a Responsible Tenant Reward **if one or more** of the following tenant behaviours are evidenced:

- i. The rent account for the tenancy has a balance of more than £100 at the end of the qualifying period AND an arrangement is not in place to pay the rent and arrears, OR, the arrangement is not being paid. In the absence of a formal arrangement to pay, a regular reduction in arrears throughout the qualification period is required.
- ii. Action to gain entry to perform a gas servicing appointment beyond a pre-arranged first or second appointment has had to be taken or other appointments including heating, electrical, solar panel testing, servicing and checks, fire safety and Tenancy related.

- iii. Action for an untidy garden or balcony beyond the first or second formal warning letter has had to be taken. Where tenants are on the Garden Assistance scheme, they will not fail this test unless the tenant has wilfully caused or allowed their garden to be a nuisance.
- iv. An invoice for work undertaken following tenant damage has been issued and this has not been paid, OR, an arrangement to pay has not been maintained.
- v. Legal action has been commenced against the tenant for a breach of tenancy due to a crime or anti-social behaviour being committed. For the avoidance of doubt, legal action includes, but is not limited to;
  - a) a Notice Seeking Possession or Notice for Possession proceedings for Introductory Tenancy,
  - b) a Summons for Possession,
  - c) a Possession Order,
  - d) a Demotion Notice,
  - e) a Demotion Order,
  - f) granting of an Legal Undertaking,
  - g) an Injunction for housing related Anti-Social Behaviour,
  - h) a Closure Order
  - i) a crime in the home or locality that would be considered a breach of tenancy conditions,
  - j) a Community Protection Notice in relation to a housing matter (ASB, Crime & Policing Act - October 2014 onwards)
  - k) a Criminal Behaviour Order in relation to a housing matter (ASB, Crime & Policing Act - October 2014 onwards)
  - l) a Public Space Protection Order in relation to a housing matter (ASB, Crime & Policing Act - October 2014 onwards)
- vi. Action has been taken against the tenant or a member of their household for physically or verbally abusing Nottingham City Homes' staff in the execution of their duties and legal action has been commenced.
- vii. You have not registered to vote at your address, if you are eligible to do so.

## **Notification of the Responsible Tenant Reward**

1. Nottingham City Homes will determine qualification for the Responsible Tenant Reward in November of each year and will notify all tenants to advise whether they will be rewarded or notified otherwise by the first week in December. Where tenants are not receiving a Responsible Tenant Reward they will be notified of the reason.

2. The Responsible Tenant Reward will be paid on to the rent account for the tenancy concerned or any other tenancy account where a debt is owed.

3. Any debts owed to Nottingham City Council or Nottingham City Homes in relation to the current tenancy or any former tenancy will be deducted from the reward paid.

4. Refunds of any credit balance as a result of the reward will only be paid direct into tenant's bank accounts on request or where bank details have previously been provided for a reward refund or for an active Direct Debit arrangement. Tenants must provide Nottingham City Homes with details of their bank account; Account Name, Sort Code and Account Number. Bank details will be kept securely by Nottingham City Homes and will not be used for any other purpose, unless specifically approved by the tenant; Direct Debits for example. Refunds will be processed within 28 days of the refund request.

5. Nottingham City Homes will assist any tenants with securing a current bank account if they don't already have one.
6. Without a current bank account to refund to, Responsible Tenant Rewards will remain on tenant's rent accounts.
7. Working age tenants currently in receipt of welfare benefits, and likely to move to Universal Credit in the future, will be encouraged to keep the credit on their rent account to assist with the transition.

## **Appeals Process**

1. Nottingham City Homes has a formal Appeals process for tenants who have failed to obtain a Responsible Tenant Reward, but feel that they should have been entitled to it.
2. The appeal must be made on the required form, with all of the mandatory fields completed.
3. The appeal must specify the reasons why a tenant feels they should have received a reward and where an error has been made in the reward determining process.
4. There will not be an option to present an appeal in person.
5. Appeals will be considered within 56 days of receipt, but usually much quicker.
6. The decision of the appeal determination will be made in writing and is considered final.
7. If a tenant has exhausted the Responsible Tenant Reward Appeal process and remains unsatisfied, there will not be recourse to the Nottingham City Homes Complaints process. Instead, dissatisfied tenants will be referred to the Housing Ombudsman.