



Your Responsibilities as a Trust tenant

Trust has responsibilities as your landlord and you have responsibilities as a tenant. If you have a joint tenancy, all tenants are equally responsible.

Your Tenancy Agreement is a detailed legal contract between you and Trust – read through it if you need more information. You have a Scottish Secure Tenancy.

You have some key responsibilities as a Trust tenant:

- **Pay all your monthly charges**
 - in full and on time
- Take **reasonable care of your home**, including carrying out minor repairs and internal decoration
- Make sure you, anyone living with you or anyone visiting you, **does not damage Trust property**. Trust is not responsible for repairing any damage caused by you, and will charge you for any work required to repair the damage
- **Report any damage or repairs** required in your home as soon as possible - Trust will carry out repairs that are “fair wear and tear” free-of-charge
- Let Trust staff or contractors into your home to carry out repairs or inspections. We will give you at least 24 hours’ notice, unless it is an emergency situation where this would not be possible
- **Do not act in an anti-social manner** towards any person in your neighbourhood, including other tenants, visitors, staff or contractors. Be responsible for your visitors’ behaviour too.

Your main repairs responsibilities:

- Changing light bulbs
- Minor pest control
- Decorating your home
- Paying for replacement or additional keys.

Going away?

You must live in your home as your only or main home. If you are going away for a lengthy period, tell Trust, and **take reasonable steps to minimise the risk of damage** (eg. from frozen pipes). **You must still pay all monthly charges while you are away.**

If you receive a meals service, you may receive some refund on your meal service charge if you are going to be away on holiday for more than 4 weeks and tell us in advance.

If you require any further information or guidance please contact local staff or your Service Manager or call 0131 444 1200. Call this number if you would like this information in a different format.

Information correct as of April 2017.