



Ending The License Agreement Policy & Procedure

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1. Purpose

- 1.1 We can end the license agreement with you by issuing a written notice on one or more of the grounds listed below:
 - 1.1.1 At your request.
 - 1.1.2 You have failed to comply with or breached any of the conditions of this agreement.
 - 1.1.3 We deem that the accommodation is no longer suitable to your needs.
 - 1.1.4 Suitable alternative accommodation has been offered to you.
 - 1.1.5 You have failed to pay the rent or charges that are due.
 - 1.1.6 You present a serious risk to yourself, our staff, neighbours and/or other licensees.
- 1.2 Tenants whose license agreement has been terminated can only visit our properties at our discretion.
- 1.3 With the exception of rent arrears or abandonment any breach of the license agreement is dealt with under this procedure.

2. The Procedure

- 2.1 Stage 1: Written Warning:
 - 2.3.1 We will issue a written warning clearly describing the breach of the license agreement, or the conditions that have not been met.
 - 2.3.2 You will also be informed of the consequences of any further breaches.
 - 2.3.3 A copy will be placed on your file and will remain current for three months.
- 2.2 Stage 2: Final Written Warning:
 - 2.3.1 We will issue a second written warning.
 - 2.3.2 You will be advised that any further occurrence will result in ending their license agreement.
 - 2.3.3 A copy will be placed on your file and will remain current for three months.
- 2.3 Stage 3: Notice to Quit:
 - 2.3.1 We will write a report that clearly describe the breaches of the license agreement that have taken place, quoting the relevant

sections of the license agreement and associated schedules, and the reason why ending the license agreement is considered appropriate.

- 2.3.2 We will issue a letter ending the license with 28-days notice.
- 2.3.3 In exceptional circumstances that require immediate action, we will end a license agreement without recourse to the full procedure.
- 2.3.4 This includes escalating straight to Stage 3: Notice to Quit

3. Grounds for immediate termination

- 3.1 Actions or behaviour deemed to grounds for immediate termination, including gross violations of house rules, may result in immediate termination of this Licence Agreement by issuing a Stage 3: Notice to Quit.
- 3.2 Examples of gross misconduct include, but are not limited to acts of harassment, violent conduct, serious threatening behaviour, wilful damage to the property, illegal activity, deliberately endangering the wellbeing of other residents.
- 3.3 We may take steps to exclude you from the property for an appropriate period of time if your behaviour includes a significant risk of harm to other residents, staff or volunteers.
- 3.4 When a notice ending the license has taken place every effort will be made to assist the resident to find alternative accommodation.
- 3.5 Residents given a notice ending their license may normally re-apply after six months, subject to certain conditions.