

A guide to your tenancy with us



About this leaflet

This leaflet explains what it means to be a tenant of Dún Laoghaire-Rathdown County Council and answers some questions you may have.

What is a tenancy?

A tenancy happens when we give (assign) a home to you. You rent the home from us and we become your landlord. We ask you to read and sign a tenancy agreement. We then give you the keys to your new home, and we expect you to move in immediately.

What is your tenancy agreement?

This is a contract between:

- you, the tenant, and
- us (Dún Laoghaire-Rathdown County Council), the landlord.

The tenancy agreement sets out in detail the conditions or rules of your tenancy. It tells you what is allowed and what is not allowed. It also tells you about the support we will give you as our tenant.

Your tenancy agreement is an important legal document. Please read it carefully and keep it somewhere you can easily find it.

Here are the main points of your tenancy agreement.

- You must pay your rent in full each week.
- You must use the house as your main home.
- You must not pass the tenancy to anyone else.
- You must not take in lodgers or sub-tenants without written permission from us. This includes family members returning home or partners moving in.
- You must not make any structural changes to your home without first getting written permission from us.
- If you will be away from your home for more than six weeks, you must tell us.
- You must not use your home for any type of business.
- You must keep your home and garden in good condition.
- You must let our staff enter your home to carry out repairs, maintenance or inspections. We must give you adequate notice that we plan to call to your home.
- You are responsible for the behaviour of everyone (including children) living in or visiting your home. You and your household or anyone visiting your home must not annoy, disturb or be a nuisance to your neighbours.

We have the right to end your tenancy and repossess (take back) your home if you do not keep to the conditions of your tenancy agreement.

Some other questions you may have

What is joint tenancy?

This is where two people share the tenancy, for instance a husband and wife or a brother and sister can share the tenancy, which means they share the property as joint tenants. If there are two 'qualifying adults' in your household, we usually create a joint tenancy. A 'qualifying adult' is someone who meets our requirements to be a tenant and has been approved by us. We may also create a joint tenancy on medical, compassionate or other exceptional grounds.

What happens if my spouse is the tenant and they die?

In these cases, we may give the tenancy to you as long as you have been:

- living in the home for the last five years with our written permission; and
- assessed for rent for that time.

Being assessed for rent means that we have taken your income into account when working out what rent must be paid. (Please see our 'Rent explained for our tenants' document for more information on this.)

What happens if my parents are the tenants and they die?

If both parents die, we may give you the tenancy if:

- you need housing;
- the size of the house or flat is suitable for your needs; and
- you were living there for the five years immediately before the death of your parents and were assessed for rent.

We examine each case. If more than one member of the household wants to stay in the home, we will normally give the tenancy to the person we think is most likely to keep the household together.

Is a grandchild allowed to take over a tenancy?

Yes, if:

- you, as the grandchild, were living in the household for the five years immediately before the death of your grandparents and were assessed for rent (explained earlier);
- no son or daughter will qualify to take over the tenancy;
- you need housing; and
- the size of the house or flat is suitable for your needs.

Can I transfer to another house or flat?

You may transfer to another property if:

- you develop a medical condition that means your home is no longer suitable for your needs (medical transfer);
- your household has increased in size and your home is now too small for your needs (overcrowding transfer);
- people have left your household and your home is now too large for your needs (downsizing transfer); or
- tenants in another house or flat are willing to transfer to your home (mutual transfer). Some conditions apply for mutual transfers, for instance, you need our approval before you transfer.

Can I take in a lodger or sub-tenant?

No, you cannot take in a lodger or sub-tenant unless we give you written permission to do so.

If the property you are living in is larger than you need, you should talk to us about transferring to a smaller property.

If someone wants to come and live as part of your household (for example, a partner or returning family member), you must first complete a 'Permission to Reside' form and send it to our Allocations Section for approval. If we approve the request, the person coming to live with you must give us their income details so we can assess them for rent.

If you have any other questions about your tenancy, please contact our Allocations Section on:

- Email: housingallocations@dlrcoco.ie
- Tel: (01) 205 4828