



Search



Choose another section



- ^ Home
- ^ Your Tenancy

[Home](#) > [Your Tenancy](#)

## Your Tenancy Agreement



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**Welcome to your new home, you will need to keep your signed tenancy agreement in a safe and secure place. You can refer to your agreement for guidance on your responsibilities as a BCH tenant as well as what you can expect from us as your landlord.**

**To view a copy of the Tenancy Agreement please [click here](#)**

### Visiting your home

To ensure that you are happy in your home and to support with any tenancy issues you may have, our Neighbourhood Officers will carry out a visit to your home. This is usually done on an annual basis. The visit will also help determine who lives in the property and to identify any support needs that we may be able to help with.

### Assigning your tenancy

Assigning a tenancy is one of the ways a tenancy can be legally transferred or 'signed over' from one person to another during their lifetime. Assigning a tenancy does not create a new tenancy and can only be done by obtaining a legal document called a Deed of Assignment.

### How to apply

You will need to complete a Request for Assignment of Tenancy form and return to us by email at [enquiries@bch.co.uk](mailto:enquiries@bch.co.uk) or by post to Coastal House, 17-19 Abingdon Street, Blackpool, FY1 1DG.

Once we have received your application form, we will look at your case and advise you in writing if you have the right to assign your tenancy.

If we agree that your tenancy can be assigned, we will ask you to come in and see us to complete the Deed of Assignment paperwork. The person you are signing your tenancy over to will also need to come in with you.

We will then change the details on the tenancy and a letter will be sent out to confirm that the assignment has taken place.

### Why your assignment might be refused

- You have not made an arrangement to clear any debts that you owe to us
- The person you wish to assign to does not live with you at the property
- The person you wish to assign to has not lived with you for over 12 months
- The property you live in is deemed too large for the person you want to assign it to

### Things to consider

- When you assign your tenancy over, you will lose all of your rights to that tenancy. Please think carefully before proceeding.
- The new tenant could ask you to leave the property – if you had nowhere else to go you could be at risk of becoming homeless.
- An assignment of tenancy could have an effect on the households entitlement to Housing Benefit

### More Information

For more information on assigning a tenancy email us at [enquiries@bch.co.uk](mailto:enquiries@bch.co.uk).

You may also wish to speak to someone independent (not associated with BCH). Here are some suggestions:

- [Citizens Advice Bureau](#)
- [The Law Society](#) (for details of local solicitors)

### Ending your tenancy

If you wish to end your tenancy, there are a few things you will need to do first:

#### How much notice is required?

You must give us 4 weeks notice in writing - you can do this by completing a Termination Form; please contact us on Tel: 01253 477900 (option 3) or by email to [enquiries@bch.co.uk](mailto:enquiries@bch.co.uk). Where the tenancy is held jointly, notice from one of the tenants will end the tenancy.

Tenancies must end on a Monday and will be effective as soon as we are in receipt of all documents and keys. Under Blackpool Council's Tenancy Agreement, full rent is payable until the documents and keys are returned to us.

#### What items do I need to clear from the property?

All personal items need to be removed from the property, including: carpets, curtains, furniture and white goods (e.g. kitchen appliances) before the keys are returned.

If you wish to recycle unwanted furniture, the following local charities may be able to help you:

- Refurb Ltd - Tel: 01253 873371 [www.refurbproject.org](http://www.refurbproject.org)
- Furniture Matters - Tel: 0800 1692407 [www.furniturematters.co.uk](http://www.furniturematters.co.uk)

The property should be left clean and tidy, and clear of all belongings. If this is not possible, you will be charged for any work we carry out. If you think there might be a problem, please contact [myhomechoice@bch.co.uk](mailto:myhomechoice@bch.co.uk) to discuss your concerns.

#### What do I do with the keys?

The keys need to be labelled with the property address and handed in to our Coastal House Head Office. We will give you a receipt for these. Please do not post the keys to us or leave them in the property as this will delay the tenancy end date.





If it is difficult for you to return the keys, please contact us on 01253 477900 (option 4, then option 1) to discuss possible alternative arrangements.

#### How to end a tenancy following a bereavement

To find out how to end a tenancy following a bereavement please [click here](#) to read our factsheet.

[↑ Back to top](#)

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