EVICTION PROCEDURE

At Heyford Regeneration we endeavour to create an outstanding community environment for you and your family to live in. You are a valued member of the Heyford community and we hope that you will enjoy living in your home for many years to come.

We hope your Heyford home is a place where you can live peacefully and therefore we do not expect to come across any reason to need to evict you from your home.

If any issues do arise, we will always try our best to find a solution that will resolve the issue before we begin the eviction procedure. If it is absolutely necessary to put into process the eviction procedure then it will be carried out in strict accordance with this document.

Please be aware that if we believe you are in serious breach of your tenancy agreement or you have not adhered to our policies (detailed in section 2), we will have no choice other than to put into action the formal eviction procedure.

**1 Why am I being evicted?**

You may be evicted if you are in breach of your tenancy agreement or have not adhered to our policies. These include not adhering to our anti-social behaviour policy and our rent payment procedure. Please ensure you have read and are familiar with all of our policies.

Eviction due to non-payment of rent

If we are evicting you because you are behind with your rent we will carry out the following actions, before we begin the formal eviction process detailed below;

• Provide you with detailed information about the arrears via a letter

• Make contact with you to discuss the reasons you are behind with your rent

• Offer to help you make a housing benefit claim or claim for discretionary housing benefit or the housing element of universal credit if you need it

• Agree to postpone court action if you can come up with a reasonable offer to tackle the rent arrears issue

**2 Eviction process**

Where possible, we will attempt to work with tenants and come to an agreement where an issue can be resolved. However, if no agreement or resolution can be made, eviction may be our only option. The process is as follows:

1. You will receive written notification from Heyford Regeneration regarding the reasons we wish to apply for eviction (see section 2) and detailing the time frame for you to leave the property1. We will expect a response from you within 2 working days of receiving the written notification as to whether you will be leaving the property within the given time frame or whether you wish to proceed to court immediately.

2. If you then do not leave or still cannot come to an agreement with Heyford Regeneration that will resolve the problem within the given time frame, we will apply to the court for a possession order.

3. You will be notified of the Court proceedings and will be able to attend a hearing and/or submit a defence.

4. If the court decides you can be evicted, then the possession order will give details about the date you must leave the property. If you still do not leave by this date, bailiffs can remove you and your belongings from the property.

1 Proceedings can begin immediately if you are deemed guilty of serious anti-social behaviour such as drug dealing or if you have been the perpetrator of domestic violence.

By signing below you agree that you have read, understand and will adhere to Heyford Regeneration’s Eviction Procedure

Signed: Date

Date