Archie Homes

Tenancy Policy

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Policy checklist

Policy owner	Archie Homes
Accountable lead	TBC (the source policy does not name a role)
Version No.	1.0, for Board approval (new policy)
Approved by / date	Archie Homes Board / TBC
Date of next review	November 2028, or sooner if required

Archie Homes will provide this policy, on request at no cost, in large print, in Braille, in audio or other non-written format, and in a variety of languages.

1.0 Purpose

This policy sets out how Archie Homes grants, manages, and ends tenancies. It ensures that decisions are fair, transparent, and consistent with the Regulator of Social Housing's Tenancy Standard, relevant legislation, and Archie Homes' commitment to providing safe, secure, and sustainable homes.

This policy meets the requirements set out in the Housing Act 1988, which established Assured Tenancies, our main tenancy offer for social and affordable rented homes. It also meets subsequent changes in legislation and supports meeting the requirements set out in the Regulator of Social Housing's Tenancy Standard.

2.0 Scope

This policy relates to all new and existing tenants of Archie Homes, all tenancy types that may be offered by Archie Homes and all Archie Homes staff and contractors involved in tenancy management.

3.0 Policy objectives

The objectives of this policy are as follows:

- To provide tenants with appropriate security of tenure.
- To make the best use of Archie Homes' housing stock.
- To support stable, sustainable communities.
- To ensure compliance with legal and regulatory requirements.
- To promote fairness, equality, and transparency in all Archie Homes' tenancy decisions.

4.0 Types of tenancies offered

Archie Homes offers a range of tenancies which may apply in different circumstances. We will provide prospective customers with information about the type and terms of the tenancy they are offered. In doing so we will explain:

- The terms and conditions of their tenancy or licence, including their rights and responsibilities; and
- How to end their tenancy or licence.

4.1 Assured Shorthold Tenancy (converting)

Archie Homes will offer a Periodic Assured Shorthold Starter Tenancy to customers who do not currently hold a Tenancy. Starter Tenancies will be in place for a 12-month probationary period. The tenancy will be reviewed and will convert to a Periodic Assured Tenancy after the 12 months have expired, unless there are unresolved tenancy issues concerning anti-social behaviour or other serious tenancy breaches. Should this be the case, Archie Homes may seek during the first 12 months to serve a Notice Requiring Possession (NRP) or may extend the starter tenancy period by a further 6 months. Further extensions past the 6 months may be put in place in exceptional circumstances; however, Starter Tenancies will not last for any longer than 18 months in total.

Customers have the right to appeal against the decision to serve the above-mentioned notice and must request an appeal within 21 calendar days of receiving the letter advising them of our decision. The team member conducting the review will not have been involved with making the original decision and will be more senior than the team member making the original decision.

The outcome of the appeal is final, and no further appeals are allowed if we decide not to issue a Periodic Assured Tenancy. We will provide customers with advice on their housing options in that case. Once a tenancy has converted to an assured tenancy it can only be ended by Archie Homes through obtaining a possession order through the County Court.

4.2 Affordable Rent Assured Shorthold Tenancy (converting)

Affordable rents are let at up to 80% of the market rent. The tenancy agreement operates the same as the Assured Shorthold Tenancy (converting).

4.3 Assured Tenancies

Provide long-term security of tenure and are usually granted following the successful completion of an introductory tenancy and may be granted immediately in specific circumstances (e.g., transfers, decants).

4.4 Fixed-Term (Assured Shorthold) Tenancies

Typically granted for 5 years (or 2 years in exceptional cases) and are reviewed before expiry to determine renewal, conversion, or termination. Archie Homes may use these where flexibility is needed to manage stock effectively.

5.0 Allocation of tenancies

Archie Homes will allocate homes in line with our Allocations Policy, working in partnership with local authorities and their choice-based lettings schemes. Archie Homes will prioritise applicants based on housing need, vulnerability, and statutory duties.

6.0 Tenancy reviews

Archie Homes will begin a review at least 9 months before the expiry of the tenancy and will consider factors such as household size, suitability, arrears, breaches, support needs, and alternative housing options. Archie Homes will provide clear written outcomes and appeal rights.

7.0 Succession

Archie Homes will ensure succession rights follow statutory provisions and contractual rights.

8.0 Tenancy changes

Archie Homes will consider mutual exchanges, assignments, tenancy changes, and transfers. Requests will be assessed on a case-by-case basis.

9.0 Ending a tenancy

A tenancy may end through a tenant giving the required notice, via a court order, or non-renewal of a fixed-term tenancy. Archie Homes will follow due legal process and act proportionately.

10.0 Tenancy sustainment

Archie Homes is committed to helping tenants maintain their homes by providing early intervention, support, and partnership working.

11.0 Anti-social behaviour (ASB)

Archie Homes will respond promptly to ASB in line with our ASB Policy, will use appropriate tools, and work with relevant agencies.

12.0 Equality, diversity & inclusion

Archie Homes will ensure decisions are free from discrimination, make reasonable adjustments, and ensure accessibility.

13.0 Data protection

All personal data will be handled in accordance with UK GDPR, the Data Protection Act 2018, and Archie Homes' Data Protection Policy.

14.0 Monitoring & review

This policy will be reviewed every 2 years or sooner if required.