**A letter about my behaviour in the tenancy and what I will do to resolve matters**

 **(Date)**

Dear **[xxxxxxxxx]**

**Re: Concerns about my behaviour**

I am writing to you because you have asked me to leave my home. I genuinely want to do everything I can so that I can stay in my home, and wish to resolve the issues that you are unhappy about.

This letter is to apologise for my behaviour and the concerns it has caused you. It is also to prove to you my commitment to change, and to assure you that it will not happen again in the future.

I promise to do the following to ensure that there are no issues in the future:

1. I will change my behaviour immediately.
2. I am willing to sign a behaviour agreement, in order that it is clear how I need to conduct my behaviour in the future to meet your expectations. This agreement is attached to this letter.
3. I will seek out and cooperate with any support offered by local organisations to help sustain my occupancy in your home.

As a result of this, I request that you allow me to continue living in your property, so that I can demonstrate my ability to keep to this agreement. I know that you may wish to discuss this further, and be convinced that my behaviour will change. I am very willing to talk on the telephone, or meet face to face, to discuss all aspects, in order to satisfy you of my full commitment to change.

I hope you can see that I am truly sorry, and do wish to resolve matters. I would be most grateful if you would contact me at your earliest convenience to discuss how we can take things forward and to sign the agreement that I have prepared. I look forward to hearing from you.

My mobile phone number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yours sincerely

[Your Name]

PROMISED BEHAVIOUR IN THE FUTURE AGREEMENT

THIS AGREEMENT is made on the [*date*]

BETWEEN [your name] AND [name of individual asking you to leave]

The [*your name*] AGREES the following in respect of their future conduct:

[*Add; amend as appropriate to your situation*]:

1. I will make a non financial contribution to the running of the home by e.g. – helping with household tasks (it is best to be as specific as you can)
2. I will keep my home clean
3. I will not smoke, drink or take drugs in the home
4. I will not cause or permit any behavior that is a nuisance to the parent/s/relative or neighbors’ and not to engage in activities which are criminal.
5. I will not act in a manner that causes or is likely to cause harassment, alarm or distress to anyone living in the same home as me.
6. I will not bring visitors to the home without permission
7. I will cooperate with any support provided to myself and my family (list any support provided by the council or another agency or charity if this has been set up).
8. I will not take part in any anti social behavior on the estate that I live or in any other named area.
9. I will pay rent or a weekly contribution to the running of the home of £xx.00 per week.
10. I will pay my rent on time
11. I will repair or replace any damages to the property I or a household member has caused

Add more detail if required -

This will cover the following items (list e.g. – room, food, contribution to utilities, washing).

This will be paid every put in the day of the week it is to be paid.

Breach

If [*your name*] does anything which they have has agreed not to do under this contract the following actions will occur:

Unless there is a very serious incident all parties agree to follow the procedure set out below:

1. Where the person/s who has granted permission for the person to carry on living at home if they sign this agreement has a concern they will sit down and discuss that concern. Where there is no improvement they will issue a verbal warning.
2. Where there is no improvement in behavior or the incident is considered by the person/s to be more serious a written warning will be given.
3. At any time either party named in this agreement can ask to call a meeting to discuss any problems or concerns.
4. Finally if the situation cannot be resolved a written note will be given to the person named giving reasonable notice that they must leave the property and by when.

DECLARATION

I confirm that I understand the meaning of this agreement and that the consequences of breach the agreement will result in.

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[your name]

DATE..................

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent

[Excluder’s name]

DATE..................

WITNESSED

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Officer

[Name of witness]

DATE..................

If you and your excluder need help to write up an agreement, please contact the Homelessness Prevention and Advice Service who can assist both interested parties.