

FREQUENTLY ASKED QUESTIONS

Tenancy Queries	
Can I transfer (assign) my tenancy?	You have the right, subject to our written consent, under certain conditions e.g. marital breakdown etc. to transfer (or assign) your tenancy to another person who lives in the household provided that the person is over the age of 16 and it has been their only or principal home for 6 months prior to the application for consent to assign. If you have good reason to do this then please contact your Housing Officer.
Can I exchange my property?	Yes - mutual exchanges are encouraged where they will improve the housing circumstances of both parties. Local Authority tenants and tenants of other Registered Social Landlords can normally exchange their homes with tenants of Waverley Housing. Waverley tenants wishing to exchange must seek the Waverley's approval. Similarly tenants of other landlords must seek approval of their landlord. A mutual exchange will not be permitted without the express agreement of the landlords concerned.
Can I sublet or take in a lodger?	You have the right, under certain conditions, to take in lodgers or a sub-tenant but you must first get our written permission to do so. You must give us the details of the proposed transaction including any payment to be received by you in pursuing the transaction.
Can I apply for succession to a tenancy?	<p>If a tenant dies, the tenancy will automatically pass to a person who is qualified to succeed to the tenancy.</p> <p>The first priority goes to the spouse, partner (i.e. a person living with you as your husband or wife), co-habitee or same sex partner (providing that the house was their only or principal home for 6 months previous to your death).</p> <p>The second priority, if anyone in the above category does not qualify, or where they do qualify but choose not to succeed, the tenancy will pass to a member of the family providing that they are over the age of 16 and that the house was their only or principal home at the time of your death.</p> <p>The third priority, if anyone in the above category does not qualify, or where they do qualify but choose not to succeed, the tenancy may pass to a carer who was providing care for the tenant or a member of the tenant's family subject to certain conditions.</p> <p>If you would like further information regarding your right to succession please contact us on 01450 364200.</p>
How do I end my tenancy?	<p>If you wish to leave your tenancy or terminate the tenancy of a lock-up garage you must give us at least four weeks' notice in writing. Our contact centre staff will be able to advise you of the actual date applicable as this needs to tie into rent periods.</p> <p>For further advice and information on terminating your tenancy please read our information fact sheet which you can download here.</p>
My mum's is a Waverley tenant but now needs residential care. What do I do about her tenancy?	If your mum wishes to end her tenancy to enter a residential care or nursing home she must give us four weeks' notice. She must be reasonably sure that she is able to stay in her new home and that she won't have to return to her Waverley house before ending the tenancy. You should discuss this with your mum's carers or her Housing Officer before reaching a decision.

<p>My husband is in a wheelchair, can I have our home adapted to ease mobility?</p>	<p>If you experience difficulty with your living conditions for reasons of disability, age, frailty or infirmity we are willing to look at ways, where possible, for you to stay in your own home by considering adaptation of the property.</p> <p>We are able to access funds from the Scottish Government to help us do this. If you feel you need this sort of help you must contact the Community Care Team at Scottish Borders Council (0300 100 1800 – Option 4) or, if you have been hospitalised, a NHS Occupational Therapist, who will assess your situation and may make an application on your behalf. Any such application will be considered in accordance with the criteria set out in our Social and Disabled Adaptations Policy, subject to funds being available.</p>
<p>Can I buy my house?</p>	<p>For full details of the Right to Buy Rules for Scottish Secure Tenants please read the Scottish Government's guide which you can download at:</p> <p>http://www.scotland.gov.uk/Publications/2011/10/05083856/10</p> <p>or contact our office on 01450 364200 to request a copy.</p>
<p>Can I run a business from my home?</p>	<p>Your home is in a residential area and is let to you as living accommodation so you must not run a business from it unless you have our permission in writing. You should request permission from the Housing Services Manager.</p>
<p>Can I keep pets?</p>	<p>You may, subject to certain conditions, keep a domestic pet. Before doing so you must obtain our permission. For further details see our Keeping Pets Policy.</p>