



Fact Sheet

Right to appeal against the decision to extend or end my introductory tenancy

How to appeal against a decision to extend or end an introductory tenancy?

All introductory tenants have a legal right to appeal against the decision to end or extend their tenancy. This is known as a review.

You must tell St. Leger Homes that you want a review within 14 days of being served with a notice.

You can appeal in writing by completing the slip at the bottom of this fact sheet and returning it to your local St. Leger Homes office or by telephoning your local St. Leger Homes office.

Rossington Office, McConnell Crescent, Rossington, Doncaster, DN11 OPL **01302 734196**

Stainforth Office, Emerson Avenue, Stainforth, Doncaster, DN7 5QG **01302 734102**

Conisbrough Office, 62 Church Street, Conisbrough, Doncaster, DN12 3JJ **01302 736528**

Adwick Town Hall, Windmill Balk Lane, Adwick-le-Street, DN6 7AN **01302 734145**

The Bridge Centre, Bridge Street, Thorne, Doncaster, DN8 5QM **01302 735831**

Council House, College Road, Doncaster, DN1 3AJ **01302 862298**

Mexborough Office, 1 Main Street, Mexborough, S64 9LU **01302736528**

Sandbeck House Office, St James Street, Doncaster, DN1 3AS **01302 736734**

Bentley Cash Office, Cooke Street, Bentley, Doncaster, DN5 0DB **01302 734145**

If you do not return the form within the time limit you may not be entitled to a review.

Who will conduct the review?

The review will be conducted by two St. Leger Homes managers. The area team leader and / or officer who dealt with your case will also be in attendance and will present your case to the panel.

Can I come along and give my side of the story?

Yes, you have the right to attend the review hearing and speak. Please indicate on the slip if you wish to attend. You can also bring a friend or a representative to speak for you and you can call witnesses if you wish. Alternatively you can send a letter giving your reasons for your tenancy not being extended or ended and this will be considered by the panel. If you wish to respond by letter please attach this to your appeal slip.

What happens if the decision to end my tenancy is overturned?

The review panel can decide to let your tenancy continue in three ways:

- Unconditionally – This means that the notice is withdrawn entirely
- Conditionally – Although your tenancy will not be ended straight away, the review panel will



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make conditions about your future behaviour. If you do not keep to these conditions St. Leger Homes may apply to court for possession without further review.

- Extend the period of the introductory tenancy by a further six months.

What happens if the decision to extend my tenancy is overturned?

The notice will be withdrawn and your tenancy will automatically transfer to a secure one on the 12 month anniversary.

What happens if my appeal is turned down?

St. Leger Homes will apply for a possession warrant. Although you can attend court the judge must grant possession provided that you have been given the opportunity for a review. The council does not have to prove its case, provide evidence or bring witnesses.

How do I get further advice?

If you want further advice on our decision to end your tenancy, or your right to a review you can contact the Citizens Advice Bureau. These are located around the borough ask at your local library or St. Leger Homes office for details. You can also contact a solicitor.

Request for a review of the decision to extend / terminate my introductory tenancy

I wish to appeal against the decision to end / extend (delete as appropriate) my tenancy.

Name:

Address:

I wish to request an oral hearing YES NO

I attach a letter explaining why I do not think my tenancy should be extended / terminated
(Only if an oral hearing is not requested)

Date: Signature:

Note to staff

Please notify the relevant area team leader by e-mail upon receipt of this form and put in the internal mail to them.