

## Letter of Appointment

Dear .....

I am pleased to advise you that the Trustees of the Tattershall Bede House Trust have considered your application for accommodation and have decided to appoint you as a beneficiary of the Bede House Charity under the terms of the Charity Commission sealed on the 7<sup>th</sup> July 1967 with effect from .....

You have been allocated accommodation in no. ....

A maintenance contribution of £..... per calendar month will be payable towards the up-keep of the dwelling on the first Tuesday of each month. This figure may be increased annually upon at least one month's notice. The institute of Rent Officers has agreed to provide informal guidance concerning the maximum level of weekly maintenance contribution which will qualify for the payment of Housing Benefit. All central heating costs and a proportion of water charges and any service cost is included in this figure.

Before taking up residence you must complete a Next of Kin form and give the Clerk a signed copy – this will be held according to DATA protection and will only be accessed should an emergency arise or the trustees are concerned for your safety.

The following regulations for the residents are to ensure the smooth running of the Bede Houses:-

1. The Trustees undertake to carry out all repairs, including the external (not internal) decoration. Residents are not allowed to make any structural alteration to the dwellings, nor alter the plumbing or electrical installation.
2. The residents shall permit reasonable access for inspection of the Bede House and for any repairs and redecoration to be carried out.
3. The use of paraffin oil heaters is strictly prohibited.
4. No resident shall be absent for a period of more than 24 hours without notifying the Trustees. Nor may they be away for more than two weeks at one time during the summer months i.e. April – September or one week during the winter months i.e. October – March without first notifying the Trustees.
5. The names, addresses and telephone numbers of next of kin must be supplied and updated as necessary on occupation to the trustees.
6. Residents are asked to occupy the property quietly and with thought for the other residents.
7. Neither the resident nor any relations or guests of theirs will be a tenant of the Charity or have any legal interest in their Bede House.
8. The Trustees may take such steps as they think proper in the administration of the Trust and (but without placing upon them any obligation to do so) for the residents welfare and any alteration to the rules will be notified in writing to each resident.
9. Residents may expect to continue occupation for as long as they need the accommodation and can look after themselves. If health deteriorates they must be willing to accept advice and guidance from time to time, either from their own

- doctor or medical consultant appointed by the Trustees. Trustees may also consult with the next of kin, Social Services etc to make the most suitable arrangements.
10. Pets may not be kept in the Bede Houses or the grounds.
  11. No smoking in the properties policy must be adhered to at all times (clause introduced 2017)
  12. Visitors are not permitted to stay in the Bede House except with prior written consent of the trustees and never on a regular or long term basis.
  13. The trustees reserve the right to ask a resident or residents to vacate their dwelling and move, either temporarily or permanently to another Bede House belonging to the charity.
  14. The Tattershall Bede House Trust is a Registered Housing Association. The resident's attention is drawn to the Almshouse Residents Guarantee (published by the Housing Corporation) and to the availability of The Housing Association Tenants Ombudsman Service. This service is available to resolve disputes and complaints which cannot be settled by the Charity's own complaints procedure.
  15. No plants shall be cultivated in the front garden of the Bede House, except any grown in approved suitable containers. No plants of any kind shall be cultivated to the rear of the pathway at the rear of the Bede House so as to allow the convenient cutting of the grass in the Bede House grounds by mechanical means.
  16. No motor vehicles are allowed in the grounds of the Bede Houses except in the parking area provided.
  17. No business shall be carried out in the Bede House or the Bede House grounds by a resident, nor shall any business machinery or plant be kept in the Bede House or grounds.
  18. The Trustees retain the power of setting aside the resident's appointment for good cause, E.g. in the case of serious misconduct or if there is a breach of the regulations as outlined in the Charity Commission Scheme dated 7<sup>th</sup> July 1967.
  19. It is a condition of occupancy that a resident should sign a copy of this letter of appointment signifying agreement to abide by the above rules.  
A second copy is enclosed for the resident's retention.

Signature ..... Date .....