

FREQUENTLY ASKED QUESTIONS – LONG TERM LEASING PROPERTIES

DOES CORK CITY COUNCIL OWN THE PROPERTY WHERE I HAVE BEEN OFFERED A TENANCY?

Cork City Council does not own this property. The City Council has entered a long term lease agreement with the owner of the property. If you are successful in your bid on a long term leasing property through the Choice Based Letting (CBL) system, you will be offered a tenancy agreement by Cork City Council, who will be your landlord.

HOW LONG CAN I STAY IN THE PROPERTY WHERE I HAVE BEEN OFFERED A TENANCY?

If you accept the offer of the tenancy of this property, you will be required to sign a tenancy agreement with Cork City Council. You have the option to terminate the tenancy and move out of the property at any time during the term of the lease once you give **four weeks' notice** in writing to Cork City Council.

Unless the owner seeks to terminate the lease, you can remain in the property for the duration of the lease, subject to you and all members of your household complying with all the terms of your tenancy agreement.

If the City Council is given notice by the owner that they wish to terminate the lease for the property, Cork City Council must give you notice in writing; the City Council can also terminate your tenancy, if you or any member of your household, breach the terms of your tenancy agreement.

If you do not wish to terminate your tenancy, if you or your household do nothing to breach the terms of your tenancy agreement and if the owner of the property does not seek to terminate the lease before the lease expires, you can remain in the property until the lease expires.

CAN I APPLY FOR A TRANSFER TO A LOCAL AUTHORITY OWNED PROPERTY?

If you sign the tenancy agreement, you have the option to apply for a transfer to a local authority owned property or an Approved Housing Body owned property during the first **two weeks** of your tenancy. You will then be able to access the Choice Based Letting (CBL) system and bid on any available properties which are advertised.

CAN I APPLY TO THE DEPARTMENT OF SOCIAL PROTECTION (DESP) FOR A GRANT TO FURNISH THE PROPERTY?

As the property is furnished by the property owner, you will not be eligible to apply for a grant from the DSP.

WHAT HAPPENS IF SOME OF THE FURNITURE AND APPLIANCES THAT CAME WITH THE PROPERTY GET DAMAGED, BECOME UNUSABLE OR BREAK DOWN?

Repair and replacement of furniture and appliances will be your responsibility. It is up to you how or whether you wish to replace the items but it is important to note that this would be at your own expense.

As per Section 9.8 of the Tenancy Letting Agreement, Cork City Council is not responsible for the furniture and appliances in the dwelling.

WHAT IF I CAN'T AFFORD TO REPLACE THE ITEM THAT HAS BROKEN?

If you cannot afford to replace items, you may then be eligible to apply to the DSP for an Exceptional Needs Payment.

IF I PURCHASE AN ITEM, AND I SUBSEQUENTLY MOVE OUT OF THE PROPERTY, CAN I TAKE THE ITEM WITH ME?

In the event that you leave the dwelling, either by transfer or by giving notice, any outstanding balance must be paid in full. Until the balance is cleared the appliance remains the property of the Council.

DO I HAVE TO INSURE THE PROPERTY?

No

DO I NEED TO INSURE THE CONTENTS?

The only contents you would need to insure are any items you own that you move into the property. You have to ensure that you obtain public liability insurance as part of the policy.

DO I HAVE TO PAY A MARKET RENT FOR THIS PROPERTY BECAUSE IT IS NOT OWNED BY CORK CITY COUNCIL?

No, you will be charged a rent on the same basis that other City Council tenants pay their rent, i.e. based on the income of everyone in the household.

WHO IS RESPONSIBLE FOR ANY RUBBISH THAT ACCUMULATES IN THE PROPERTY?

As per the terms of your Tenancy Letting Agreement, you must not dump rubbish on any area of the property or estate. You must dispose of all large items of rubbish or household waste in a safe and appropriate way.

You are responsible for ensuring that any rubbish is disposed of safely. It is the duty of all owners of the waste to ensure the correct disposal of their waste. It is recommended that you contact a refuse collection service and get them to deliver the relevant wheelie bins to you so that your refuse is collected regularly. You are responsible for paying for this.

Cork City Council introduced bye-laws in 2019 to regulate and control the segregation, storage and presentation of household waste. All citizens of Cork City Council must dispose of their waste by using an authorised waste contractor or by taking it to an authorised waste facility or by sharing bins by written agreement.

Cork City Council officials will be carrying out door to door checks to ascertain how waste producers are disposing of their waste. Households are advised to retain receipts for waste disposal.

WHO IS RESPONSIBLE FOR THE UPKEEP OF THE GARDEN (FRONT/BACK/SIDE (WHICHEVER IS APPLICABLE TO THE PROPERTY THAT YOU ARE ALLOCATED))?

As per the terms of your Tenancy Letting Agreement, you are responsible for this. Grass needs to be cut regularly during the growing season usually from April to mid/late October. We recommend you keep it to a height of 1 inch. You must not let your grass grow to more than a height of 6 inches. You are responsible for your individual garden and you are expected to keep this in a reasonable condition at all times. There is a set a minimum standard for gardens which is

- All garden areas should be kept tidy and free of litter and rubbish.

- Grassed areas should be kept at a reasonable height and weeds should be kept under control.
- Paths and access routes should be kept clear.
- Permission is required before putting up/removing boundary structures or fencing.
- Ponds cannot be installed (and if you have installed one you will be asked to fill it in at your own expense).

ARE THERE SET REQUIREMENTS FOR LIVING IN A LEASED PROPERTY THAT DIFFER FROM ANY OTHER CITY COUNCIL PROPERTY?

No, the requirements are the same and are summarised below:

When you sign up to your tenancy, Cork City Council provides you with a Tenancy Agreement; some of the tenancy conditions and responsibilities you have as a tenant in relation to your home, estate and neighbourhood include:

- when you become a tenant you also become a member of the community in which you live. The Council encourages you to become actively involved in your estate.
- You must live in the property as your only home.
- You must advise the Council and seek permission if you are going to be away from the property for more than 6 weeks in any period of 52 weeks and in doing so you must notify the Council in writing of:
 - the date you intend to leave;
 - the date you intend to return;
 - the arrangements you have made for paying the rent;
 - the arrangements you have made for looking after the property, including garden and disposal of household rubbish;
 - the address and phone number where the Council can contact you.
- Looking after the property – you must:
 - take care of the property, including the fixtures and fittings, and make sure that your visitors and other people using or living in the property do the same.
 - Keep your property and gardens clean, tidy and rubbish free.
 - Not cause or allow any shared area or communal area of the estate to become untidy or unclean.
 - Keep the inside of the property reasonably well decorated.
 - Tell the Council, as soon as possible about any problem that the Council is responsible for repairing.

As many housing estates in the City have communal landscaped areas, tenants are expected to play their part in maintaining these areas and are also expected to contribute financially towards grass cutting in communal areas and maintaining landscaped areas.

If there is a Management Company managing the complex in which the property is located you are expected to comply with all House Rules.

IS PARKING PROVIDED?

This varies depending on the property you are offered. It is important that you are always considerate to others when you and people who live with you or visit you park. Do not do the following:

DO NOT Park or drive on open areas, footpaths or grass verges.

DO NOT Park any caravan, motor-home, commercial vehicle, boat or trailer within the boundary of your home, on communal parking areas or any roadway within your estate.

DO NOT Store mopeds, bikes or any motor equipment inside your premises or in internal shared areas.
DO NOT Keep un-roadworthy or illegal vehicles either within the boundary of your home or anywhere else such as on the road side, open space, parking area or verge on the estate
DO NOT Build a drive way or hard standing without written permission.
DO NOT Carry out vehicle repairs on the road side/pavement/alleyway in the estate
DO NOT Cause an obstruction (this can affect emergency vehicles, stopping them from carrying out their duties).
DO NOT Block anyone's gate or drive, as this is seen as an obstruction.
DO NOT Drive quad bikes, mini bikes and scooters or allow any member of your household to do so within your estate.
DO NOT leave a garden gate open out onto the public footpath/open space.

CAN I REFUSE CITY COUNCIL STAFF OR THEIR AGENTS ACCESS TO MY HOME?

No, you must allow the Council's officers, agents or utility services (for example gas service contractors carrying out safety inspections):

- To come into the property at all reasonable times (after showing you an official identification card) to inspect the state of repair and condition of the property and take photographs if necessary.
- To carry out repairs to the property and allow for inspection for other management purposes such as carrying out tenancy audits, investigating allegations of illegal occupation, overcrowding and dealing with complaints including responding to complaints of anti-social behaviour, etc.

HOW DO I REPORT A REPAIR?

The First Schedule of the Tenancy Letting Agreement outlines your responsibilities as a tenant in regards to non-structural repairs and maintenance.

You can contact the City Council's Customer Care Section at 021 492 4000.
The Out-of Hours Emergency Service can be contacted at 021 496 6512.

CAN I MAKE STRUCTURAL ADAPTATIONS TO THE PROPERTY?

No.

CAN A MEMBER OF MY FAMILY SUCCEED TO THE TENANCY OF THE PROPERTY?

Yes, but the tenancy would only be for the remaining duration of the lease subject to the City Council's prevailing terms governing succession tenancies. If they sign the tenancy agreement, they have the option to apply for a transfer to a local authority owned property or an Approved Housing Body owned property during the first two weeks of their tenancy. They will be given a Personal Identification Number (PIN) to access Cork City Council's Choice Based Letting website which will allow them to view and express an interest in any available properties that may be advertised by the City Council on a weekly basis.

CAN I PURCHASE THIS PROPERTY?

No. The property is not owned by Cork City Council so it is not ours to sell.