

PRE TENANCY SERVICE

YOU MUST TAKE ACTION IMMEDIATELY.

Corby Borough Council has introduced a Pre-Tenancy Service for all Keyways applicants who wish to be housed in a property owned by Corby Borough Council.

You are now required to book your place and attend a "Preparing for Your Tenancy" session **BEFORE** you can be nominated to a property.

BOTH MAIN AND JOINT APPLICANTS ARE REQUIRED TO ATTEND HOWEVER YOU DO NOT NEED TO ATTEND THE SAME SESSION.

The Pre-Tenancy Service is conducted by the Landlord Services Team and aims to give new applicants valuable information, support and advice on managing and maintaining a tenancy. These informal sessions will be conducted at The Corby Cube and will last approximately between 60-90 minutes. The sessions will be interactive with an estimate of 12 to 14 applicants per session.



How do I book ?

To book your place, please ring our Landlord Services Team on:

**(01536) 463171,
463170, 464024,
464214 ,464207 or
464341.**

Sessions will be held as follows:

10am-11.30am
1.30pm-3.00pm
5.30pm-7.00pm

You will be informed of availability when making your booking.

What happens when I arrive at The Corby Cube?

A member of the Landlord Services Team will meet you at the front reception to register your attendance and escort you to the workshop venue.

What Happens next?

Once the main and joint applicant (if applicable) have attended, Landlord Services will advise the Housing Options Team.

Do I need to bring anything?

You will need to bring an official form of identification and your Keyways registration number which is displayed at the top right hand corner of this letter (our ref).

Examples of acceptable forms of ID include:

- Passport
- Driving Licence
- Birth Certificate
- Utility Bill within last 3 months (at your current address)
- Bank Statement within last 3 months (at your current address)
- Letter from your employer

IMPORTANT INFORMATION

Although Keyways will allow you to bid, your bid will not be considered until you and the joint applicant have attended therefore if you cannot make it, please ensure you have cancelled and re-scheduled.

YOUR KEYWAYS APPLICATION WILL BE CLOSED IF YOU FAIL TO ATTEND TWO SESSIONS.

You will not be sent any further reminders; therefore we would advise that you book your session as soon as possible to avoid any delays.

Children are not permitted to attend therefore you must arrange child-care.

There is Disabled Access. Please advise us when booking of any special requirements.