

PHEONIX HOUSING CO-OPERATIVE

FLAT – SITTING POLICY

1. Policy

It is the policy of Phoenix Housing to implement and adopt a Flat Sitting Procedure for the following reasons:

To ensure members are not penalised for going on extended holiday

To ensure members are not penalised for working away from home

2. Procedure

Should a member wish to be away from their Phoenix property for a period of longer than 3 months but not longer than 6 months, then they can apply to Phoenix for a person they know to flat sit their property.

During this time they will continue to be responsible for all Rent, Council Tax and utility Payments where appropriate.

If the member is part of a shared house they must get all existing members of the household to sign the Flat – Sitting Form.

The form will be submitted to the Co-op Manager for approval. The Manager will give any reasons for refusal in writing within 3 days of the decision.

If approval is not given, the member has the right to appeal the decision to the Management Committee

No Flat Sitting is to be agreed for a period of longer than 6 months. Should a member wish to be away for a period exceeding 6 months they must give notice and vacate their home, they can request to remain on the waiting list should they wish.

The Co-op Manager has the right to ask the nominated Flat-Sitter to leave the premises during their period of occupation should any incident of Anti-Social Behaviour occur that brings the Co-op into disrepute with its partner organisations or its members.

3. Recommendation

Policy and Procedure implemented at Policy Review Group 07.09.2015