

Housing Advice Tel: 0800 781 4755  
Repairs: 0800 781 4726  
Minicom: 01992 513650  
Fax: 01992 513413P C Harrison  
Clerk  
Benington Parish Council  
Meadow House  
88 Whempstead Road  
Benington  
Herts  
SG2 7DEEmail: [southeast@sanctuary-housing.co.uk](mailto:southeast@sanctuary-housing.co.uk)  
[www.sanctuary-housing.co.uk](http://www.sanctuary-housing.co.uk)

24 November 2008

Dear Ms Harrison,

Thank you for your recent letter about the properties at Oak Tree Close. You have asked that Sanctuary Hereward lets you know when one of our tenants wishes to terminate the tenancy or is looking for a mutual exchange, so that you can assist with identifying potential new tenants from within the Parish.

When a tenant wishes to give up their tenancy, they are required to give us four weeks notice and during this time we will be searching for a new tenant. As East Herts operates a Choice Based Lettings scheme, we would be advertising any empty property in Oak Tree Close and inviting bids from suitable applicants – making sure that the s.106 local connection was applied. Any potential applicant with a connection to Benington would need to be registered on East Herts housing list in order to be considered for this vacancy. The applicants with the local connection would have priority but they need to be on the waiting list first. It might be useful if we could encourage local waiting list applications by publicising the scheme within the Parish. I would be happy to write an article for a local newsletter if you have one? Unfortunately, we would not be able to let you have details of any forthcoming terminations to protect the privacy of our current tenant.

Similarly, we would not necessarily be aware that tenants were looking for a mutual exchange and could not let you know in advance. However, again, there may be some value in allowing tenants to advertise in a Parish newsletter or on a notice board to maximise local awareness?

I appreciate that Choice Based Letting schemes and Mutual exchanges are not necessarily something that you may not be very familiar with. I would be happy to visit you to explain further if you think this might be useful. Please let me know if you would like this.

Yours sincerely

Sharon Jones  
Area Housing Manager