

## **Hosyer-Foxe Almshouse Charity**

THIS IS A SAMPLE

### **LETTER OF APPOINTMENT**

A Weekly Maintenance Contribution of £-- is payable towards the upkeep of the dwelling, with effect from and this figure may be increased annually upon one month's notice. (The contribution includes water rates but the resident is responsible for Council Tax, Electricity and Telephone costs.)

The Rent Service has agreed to provide informal guidance concerning the maximum level of weekly Maintenance contribution, which will qualify for the payment of housing benefit.

#### **The following regulations are applicable:**

1. The Trustees undertake to carry out necessary repairs to the dwelling. Residents are not allowed to make any structural alterations to the dwelling, or to alter plumbing or electrical installation without prior consent of the Trustees.
2. The Trustees have reasonable access for inspection of the almshouse.
3. Use of paraffin oil heaters is strictly forbidden.
4. The property should not be vacant for more than twenty-eight days in any one year without prior consent of the Trustees.
5. Name and address and emergency contact should be supplied to the Clerk of the Trustees.
6. The property should be occupied quietly and with thought for the other residents.
7. Neither the resident nor any relation or guest will be a tenant of the charity or have any legal interest in the almshouse.
8. In the interests of the administration of the trust and for the residents' welfare the Trustees may alter the rules and notify them in writing to the resident.
9. The Resident may expect to continue in occupation for as long as they need the accommodation and their current circumstances do not alter and are able to look after them-selves.
10. Upon the setting aside of the appointment the Trustees may permit the husband or widower of the resident if theretofore residing with the resident in the property to continue in occupation
11. Pets are not allowed.
12. Visitors are not permitted to stay in an almshouse without the consent of the Trustees.
13. The Trustees reserve the right to ask a resident or residents to vacate their dwelling and move either temporarily or permanently to another almshouse belonging to the Charity.
14. The Charity is registered with the National Almshouse Association and The Housing Ombudsman Service.  
These services are available to resolve disputes and complaints, which cannot be resolved by the Charity's, own complaints procedure. If you have a complaint please contact the Clerk to the Trustees who may also refer the matter to a meeting of the Trustees.
15. The Trustees remain the power to set aside a 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.

Signed

Signed

C E Williams  
Clerk to the Trustees