



Haig Housing Internal Decorating Allowance: Our Policy

The Trust's policy is to ensure that its properties are either let in good decorative order or that the ingoing tenant is given an agreed allowance to enable them to carry out internal decorations.

On an ongoing basis, and as an act of charity, it is currently Haig Housing's policy to make an annual allowance to tenants to help meet the costs of keeping their home in a good state of decoration.

The annual allowance is not a "right" and Trustees decide

- the amount of any allowance
- who is eligible to claim the allowance
- the purposes for which it is given

Haig Housing adopts the most cost effective administrative processes to deliver this policy. **We do not reimburse money to the tenant after decorating items have been purchased** (except in Jersey and Lymington) but use a store card system. All tenants who wish to use their decorating allowance must apply to the Trust for a card. See overleaf for further details.

NB: Using your own Decorator: If you prefer to use your own decorator, the Trust will pay you an equivalent allowance on receipt of a copy of the decorator's invoice. We will not pay the decorator direct.

This leaflet is a summary of Haig Housing's Internal Decorating Allowance Policy. A full copy of the policy is available on request – please see over for contact details

THE INTERNAL DECORATING ALLOWANCE

The decorating allowance starts on the first anniversary of the tenancy start date. Thereafter, the annual allowance is added each April

- The allowance can only be accumulated to a maximum of £300
- If there is any breach of tenancy, the allowance will be suspended until rectified

SPENDING THE ALLOWANCE

The Trust does not reimburse tenants for items already purchased (except in Jersey and Lymington). The tenant should apply in writing to the Trust choosing either a Homebase or B&Q store card. The card will be credited with the total allowance entitlement which can then be used, providing:

- There are no current rent arrears and that there have been no rent arrears within the last 6 months
- There have been no other breaches of the Tenancy Agreement for 6 months
- There are no other monies owed to the Trust, for example, for a rechargeable repair

WHAT THE INTERNAL DECORATING ALLOWANCE CAN BE USED FOR

The allowance may only be used to purchase materials or tools as set out below

Wall coverings Lining and wall paper Borders Wall tiles (white only)	Brushes Paint brush Paste brush Rollers and trays	Paint Primers Undercoats Gloss and Emulsion
Cleaners White spirit Brush restorer Turps substitute Sugar soap Wallpaper stripper Vanish/paint removers Mould cleanser	Tools Paint scraper Wallpaper Edger/scourer/stripper Filler, safety or stripper knives Grout spreader Tile cutter	Decorating Sundries Fillers and Sealants Grout Adhesives Sand paper/Steel wool Masking tape Dust sheets Paste buckets

USING YOUR CARD

- Present your card at the till where it will be swiped and the value of your allowed purchases will be deducted
- If the card is lost or stolen, notify Haig Housing immediately. Any expenditure on the card prior to cancellation will remain the responsibility of the tenant
- If you cease to be a tenant of Haig Housing, the credit balance on the card remains the property of Haig Housing and must be returned
- When the card has no credit remaining, left on it, you may dispose of it
- The card cannot be used for online purchases