

Advice and Support Agencies

Citizens Advice

32 Civic Square
Motherwell
Phone: 01698 251981

North Lanarkshire Council

Housing Department
Kildonan Street
Coatbridge
Phone: 01236 812506

First Stop Shop

Coats House
Airdrie
Phone: 01236 758003

South Lanarkshire Council

Q & A
Brandon Gate
Hamilton
Phone: 01698 453123

First Stop Shop

26 Motherwell Road
Bellshill
Phone: 01698 332351

South Lanarkshire Council

Q & A
30 Union Street
Larkhall
Phone: 01698 880005

First Stop Shop

195 Main Street
Coatbridge
Phone: 01236 812536

South Lanarkshire Council

Q & A
45 John Street
Blantyre
Phone: 01698 527303

First Stop Shop

69-71 Merry Street
Motherwell
Phone: 01698 332236

South Lanarkshire Council

Housing Department
South Vennel
Lanark
Phone: 01555 673551

North Lanarkshire Council

Homeless Persons
(outwith office hours)
Phone: 01236 760120

Social Work Department

Almada Street
Hamilton
Phone: 01698 453753

Social Work Department

Scott House
Merry Street
Motherwell
Phone: 01698 332100

South Lanarkshire Council

Homeless Persons
(outwith office hours)
Phone: 01355 807264

Shelter Housing Aid Centre

Breckenridge House,
274 Sauchiehall Street
Glasgow
Phone: 0844 893 5560

Citizens Advice

Almada Tower
67 Almada Street
Hamilton
Phone: 01698 283477

North Lanarkshire Council

Housing Department
Merry Street
Motherwell
Phone: 01698 302233



CLYDE VALLEY HOUSING ASSOCIATION

82-84 Brandon Parade East
Motherwell ML1 1LY

Telephone: 01698 268855

Fax: 01698 266271

Opening Times

Monday – Thursday 9 am to 12.30 pm and 1.30 pm to 5 pm
Friday 9 am to 12.30 pm and 1.30 pm to 4.30 pm

16 Gateside Street

Hamilton

ML3 7JG

Telephone: 01698 428426

Fax: 01698 428289

Opening Times

Monday - Friday 9 am to 12.30 pm and 1.30 pm to 4.30 pm

1 Islay Way

Coatbridge

ML5 5 DX

Telephone: 01236 425589

Fax: 01236 430349

Opening times

Monday, Wednesday and Friday 09.30 am to 12.30 pm

E-mail: cvha@cvha.org.uk

Eviction

What you
need to know



Eviction – What does it mean?

If you are a tenant with us, you must meet certain conditions.

If you do not meet these conditions, we can apply to the courts to end your tenancy and you and members of your household will be evicted (removed from your home).

There are two main circumstances in which you can normally be evicted.

- If you fail to pay your rent.
- If you, members of your household or visitors to your home have behaved in an antisocial way.

How will I know I am being threatened with eviction?

You will have received letters from us and representatives from your local housing office will have visited you.

You will also receive a 'Notice of Proceedings for Recovery of Possession'. This notice is issued by us, and is a warning that we may take action to repossess your home. The notice does not mean you have to leave your home or affect your duty to pay rent.

Why do you issue a Notice of Proceedings?

We issue a notice because you have failed to meet one or more of your tenancy conditions (for example, you have not paid your rent or you have behaved in an antisocial way).

The notice tells you the earliest date we can take your case to court. We can only evict you if a sheriff grants a possession order (called a decree) in court.

What can I do to stop you taking action to evict me?

If you receive a Notice of Proceedings, you should contact your housing officer straight away to discuss the matter. At this stage, it **may** not be too late to stop us taking further action.

You may also find it helpful to contact your local social work office or consumer and trading standards office who

can help you with certain things, such as making the most of your income or managing your debt.

Because of the seriousness of the situation, you may also want to get independent advice. There are a number of organisations which may be able to help you, and you can find details of these at the back of this leaflet.

What if I receive a court summons?

You must act straight away. At this stage, it is even more important that you get advice from a solicitor or an organisation such as Shelter or Citizens Advice (their details are at the back of this leaflet). These organisations may also represent you in court. If you are on a low income, you may be able to get legal aid to help pay the court costs. Whether or not you are represented, it is best to go to court in person.

Will I have to pay court costs?

Yes. Any court action will normally result in you being held responsible for costs, which you will need to pay.

How will I know the sheriff's decision?

The sheriff will tell you his decision at the end of the court hearing. You will also receive a letter from your housing office telling you what the decision was, and how this decision is to be carried out. If you are to be evicted (that is, removed from your home), you will be told the date and time the eviction will take place. We will get permission to evict you from our board of management.

What happens if I am evicted?

The eviction is carried out by sheriff officers. They will send a 'Notice of Eviction' to your home at least 48 hours before you are due to be evicted.

Before you are due to be evicted, you should arrange for your belongings to be removed from the house.

Once you have been evicted from your home, the locks on the door will be changed.

How can I stop being evicted?

- If you are being evicted because you haven't paid the rent you owe, you will not be evicted if you pay the full amount you owe. You should contact your

housing office straight away if you intend to pay the debt before you are due to be evicted.

- If you are being evicted for antisocial behaviour, it is unlikely that we will cancel your eviction. However, you should contact us to discuss the situation and find out what help is available to you.
- It is never too late to get advice. If you get a sheriff officer's letter, contact a solicitor or advice agency straight away. Even at this late stage, it is possible to stop an eviction if you have not been represented at the court hearing.

What happens after I have been evicted?

- If you have children, you should contact the social work department as soon as possible.
- You may also want to discuss your situation with the homelessness officers at North or South Lanarkshire Council.
- You can contact them at the First Stop Shop in your area (their details are on the back page of this leaflet).
- If you are being evicted for not paying your rent, we can take the money direct from your wages or bank or building society account. You will also be put on 'credit blacklist' which means you may be refused bank loans, credit, or a mortgage in the future.

We will always use eviction as a last resort and only when we have not been successful with our other options. It is important that you speak to your housing office, social work department, or get legal advice as soon as possible.

To help avoid eviction, you should do the following.

- Act early when difficulties arise.
- Contact your housing officer if you are having difficulties with:
 - antisocial behaviour; or
 - paying your rent.
- Get independent advice (see the useful information on the back of this leaflet).