

ASSURED SHORTHOLD TENANCY AGREEMENT

for letting a residential dwelling

Important Notes for Tenants

- This tenancy agreement is a legal and binding contract and the Tenant is responsible for payment of the rent for the entire agreed term. The agreement may not be terminated early unless the agreement contains a break clause, or written permission is obtained from the Landlord.
- Where there is more than one tenant, all obligations, including those for rent and repairs can be enforced against all of the tenants jointly and against each individually. Where the tenancy is subject to deposit protection then joint tenants may have to nominate a lead tenant to act on their behalf with the Landlord or Tenancy Deposit Scheme provider or their alternative dispute resolution service provider.
- If you are unsure of your obligations under this agreement, then you are advised to take independent legal advice before signing.

General Notes

1. This tenancy agreement is for letting furnished or unfurnished residential accommodation on an assured shorthold tenancy within the provisions of the Housing Act 1988 as amended by Part III of the Housing Act 1996. As such, this is a legal document and should not be used without adequate knowledge of the law of landlord and tenant.
 2. Prospective tenants should have an adequate opportunity to read and understand the tenancy agreement before signing in order for this agreement to be fully enforceable.
 3. This agreement may be used for residential tenancies of three years or less. Agreements for tenancies of a longer duration should be drawn up by deed.
 4. Section 11, Landlord and Tenant Act 1985 - these obligations require the Landlord to keep in repair the structure and exterior of the dwelling, and to keep in repair and proper working order the installations for the supply of water, gas and electricity and the installations in the Property for space heating and heating water.
 5. Section 196 of the Law of Property Act 1925 provides that a notice shall be sufficiently served if sent by registered or recorded delivery post (if the letter is not returned undelivered) to the Tenant at the Property or the last known address of the Tenant or left addressed to the Tenant at the Property.
 6. This agreement has been drawn up after consideration of the Office of Fair Trading's Guidance on Unfair Terms in Tenancy Agreements.
 7. If you accept a tenancy deposit under this tenancy, it must be dealt with in accordance with the statutory rules under sections 212-215 of the Housing Act 2004. Take advice if necessary.
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THIS AGREEMENT is made on the date specified below BETWEEN the Landlord, the Tenant and the Guarantor (if applicable). It is intended that the tenancy created by this Agreement is and shall be an assured shorthold tenancy within the meaning of the Housing Acts

Landlord(s) [LANLORDS NAME]
Landlord's Address [LANDLORDS ADDRESS]

Note: Under s. 48, Landlord and Tenant Act 1987, notices can be served on the Landlord at the above address

Tenant(s) [TENANTS NAME]
Guarantor (if applicable) [GUARANTORS NAME]
Property The dwelling known as [PROPERTY ADDRESS]
Contents The fixtures and fittings at the Property together with any furniture, carpets, curtains and other effects listed in the Inventory
Term For the term of [TERM] months commencing on [TENANCY START DATE]
Rent £ [RENT AMOUNT] monthly
Payment in advance by equal standing order payments on the [DAY] of each month
Deposit A deposit of £ [DEPOSIT AMOUNT] is payable on signing this Agreement. It is protected by the following scheme:

DEPOSIT SCHEME	DEPOSIT SCHEME WEBSITE	DEPOSIT SCHEME ID
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1. The Landlord agrees to let and the Tenant agrees to take the Property and Contents for the Term at the Rent payable as above
2. The Tenant pays the Deposit as security for the performance of the Tenant's obligations and to pay and compensate the Landlord for the reasonable costs of any breach of those obligations. It is specifically agreed that this money is not to be used by the Tenant as payment for any rent due under this agreement. No interest shall be payable on this Deposit. The balance of the Deposit to be paid to the Tenant as soon as reasonably possible after the conclusion of the tenancy, less any reasonable costs incurred for the breach of any obligation as agreed by the appropriate deposit scheme, details of which are contained in the scheme's deposit information leaflet and website.

The Tenant agrees with the Landlord:

3. Rent & charges

- (3.1) To pay the Rent on the days and in the manner specified to the Landlord. The rent must arrive in the landlord's bank account by the rent payment date [[DAY] of each month].
- (3.2) To pay promptly to the authorities to whom they are due, council tax, water and sewerage charges, gas, electric and telephone (if any) relating to the Property, where they are incurred during the period of the agreement, including any which are imposed after the date of this Agreement (even if of a novel nature) and to pay the total cost of any re-connection fee relating to the supply of water, gas, electricity and telephone if the same is disconnected. The Tenant agrees to notify the Landlord prior to changing supplier for any of the utility services stated above
- (3.3) To pay the cost of maintaining a valid television licence at the Property throughout the Tenancy where there is a television in the Property
- (3.4) That in the case of a breach of the terms of the tenancy by the tenant, a reasonable administrative charge may be made in addition to the costs of any remedial work, in order to compensate the Landlord or his Agent his reasonable expenses
- (3.5) That where the Rent is accepted from a party other than the Tenant, it shall be deemed to be acceptable for and on behalf of the Tenant
- (3.6) That in the case of a breach of the terms of the tenancy by the Tenant, a reasonable administration charge may be made in addition to the costs of any remedial work, in order to compensate the Landlord or Agent his reasonable expenses. That in the event of the rent falling into arrears the following administrative charges will become due: £50 if there are arrears outstanding for more than 1 week (7 days), an additional £50 should the arrears remain outstanding for a further week (14 days), an additional £50 if there is an outstanding balance for a third week, after that period the tenant will pay interest on any outstanding balance at the rate of 4.5% per day above the Bank of England Base Rate.
- (3.7) To pay the charges incurred by the Landlord resulting from dishonoured cheques or standing order mandates drawn by the Tenant for all Rent and other payments due to the Landlord. A returned cheque will incur a charge of £100 to the tenant.

Tenant Initials _____

Landlord/agent Initials _____

Guarantor Initials _____

4. Use of the Property

- (4.1) Not to assign, or sublet, part with possession of the Property, or let any other person live at the Property except that during the fixed term of the tenancy the Tenant may assign or sublet with the Landlord's express consent which will not be unreasonably withheld. Such consent, as a variation of the tenancy agreement, to be agreed in writing
- (4.2) To use the Property as a single private dwelling and not to use it or any part of it for any other purpose nor to allow anyone else to do so.
- (4.3) Not to receive paying guests or carry on or permit to be carried on any business, trade or profession on or from any part of the Property. The Property may not be used as a business address.
- (4.4) Not to do or permit or suffer to be done in or on the Property any act or thing which may be a nuisance, damage or annoyance to a person residing, visiting or otherwise engaged in lawful activity or the occupiers of the neighbouring premises.
- (4.5) Not to make any noise unreasonably audible outside the Property or to the adjoining occupiers between the hours of 10pm and 7am.
- (4.6) Not to keep any cats or dogs at the Property and not to keep any other animals, reptiles or birds (or other living creatures that may cause damage to the Property, or annoyance to neighbours) on the Property without the Landlord's written consent. Such consent, if granted, to be revocable, on reasonable grounds by the Landlord
- (4.7) Not to use the Property for any illegal or immoral purposes
- (4.8) Not to smoke or permit any smoking at the Property or within the gardens of garage of the property whatsoever without express written consent of the Landlord. The Tenant must take responsibility for ensuring any visitor to the property maintains the same clause
- (4.9) Where the Landlord's interest is derived from another lease ("the Headlease") then it is agreed that the Tenant will observe the restrictions in the Headlease applicable to the Property. A copy of the Headlease, if applicable, is available on request.

5. Repairs

- (5.1) Not to damage the Property and Contents or make any alteration or addition to the Property without the written permission of the Landlord not to be unreasonably refused
- (5.2) To keep the interior of the Property and the Contents in at least as good and clean condition and repair as they were at the commencement of the tenancy, with fair wear and tear excepted, and to keep the Property reasonably aired and warmed
- (5.3) To pay the reasonable costs reasonably incurred by the Landlord or his agent in replacing or repairing any furniture or other contents, lost, damaged or destroyed by the Tenant or, at the option of the Landlord, replace immediately any furniture or other contents, lost, damaged or destroyed by the Tenant, and not to remove or permit to be removed any furniture or other contents from the Property. Should a replacement of broken or damaged goods be necessary, this will be paid for by the tenant at an agreed cost, but chosen by the landlord.
- (5.4) That the Landlord or any person authorised by the Landlord may at reasonable times of the day on giving 24 hours' written notice, (unless in the case of an emergency) enter the Property for the purpose of inspecting its condition and state of repair. The Tenant shall permit the Property to be viewed on reasonable notice (of at least 24 hours) at all reasonable times during the final eight weeks of the Tenancy
- (5.5) To keep the gardens (if any) driveways, pathways, lawns, hedges and rockeries as neat, tidy and properly tended as they were at the start of the tenancy and not to remove any trees or plants
- (5.6) To clean all windows on a regular basis and at the expiration of the Tenancy. If the property is an apartment, this may only apply to internal windows.
- (5.7) To replace all broken glass in doors and windows damaged during the tenancy where the damage has been caused by the Tenant, a member of the Tenant's family or their guests
- (5.8) Not to alter or change or install any locks on any doors or windows in or about the Property or have any additional keys made for any locks without the prior written consent of the Landlord, such consent not to be unreasonably withheld, and the cost of providing a set of keys for the Landlord to be met by the Tenant
- (5.9) To notify the Landlord promptly of any disrepair, damage or defect in the Property or of any event which causes damage to the Property
- (5.10) Not to affix any notice, sign, poster or other thing to the internal or external surfaces of the Property in such a way as to cause damage. Sellotape, blu tak and glue must not be used directly on the walls or doors within the house. Any picture or painting hung on any wall must be attached properly with picture hooks.
- (5.11) To take all reasonable precautions to prevent damage by frost
- (5.12) In order to comply with the Gas Safety Regulations, it is necessary:
- (a) that the ventilators provided for this purpose in the Property should not be blocked
 - (b) that brown or sooty build-up on any gas appliance should be reported immediately to the Landlord

Tenant Initials _____

Landlord/agent Initials _____

Guarantor Initials _____

(5.13) Not to cause any blockage to the drains, pipes, sinks or baths. The Tenant is responsible for the repair and unblocking of any such item caused by hair, food, sanitary items, nappies etc.

(5.14) Not to introduce to the property any portable heaters fired by liquid or bottled gas fuels without the Landlord's prior written consent

(5.15) To maintain any smoke and carbon monoxide alarms in working order, to test alarms at least once a month and replace batteries as soon as they run out (a charge will be made for replacing batteries in alarms that are found not to be working at the end of the tenancy)

(5.16) To keep all electric lights in good working order and in particular to replace all fuses, bulbs, fluorescent tubes as and when necessary. Also any replaceable or disposable filters, vacuum bags etc to be replaced at the end of the Tenancy.

(5.17) Not to burn any open flame or candles at any time in the property or gardens without the Landlord's prior written consent.

(5.18) Not to leave any item of rubbish in the grounds or in front of the property except on the normal refuse collection days. Any refuse must be placed fully covered in the receptacle bins provided within the bin store in the case of apartments. At no time should waste be left in any communal corridor or outside an apartment door within the building

(5.19) The tenant agrees to use only the allocated parking agreed as part of the tenancy.

(5.10) Where a property is governed by a Headlease, no article, object or furniture may be added to the gardens of the development without the prior knowledge and consent of the landlord. No washing or items of laundry may be left within the gardens of the development at any time.

(5.11) To take reasonable and prudent steps to adequately heat & ventilate the property in order to help prevent condensation. Where such consideration may occur, to take care to promptly wipe down & clean surfaces as required from time to time to stop the build up of mould growth or damage to the property, and/or its fixtures & fittings.

6. Other tenant responsibilities

(6.1) Within seven days of receipt thereof, to send to the Landlord all correspondence addressed to the Landlord or the owner of the Property and any notice order or proposal relating to the Property (or any building of which the Property forms part) given, made or issued under or by virtue of any statute, regulation, order, direction or bye-law by any competent authority

(6.2) To pay the Landlord fully for any reasonable costs or damage suffered by the Landlord as a consequence of any breach of the agreements on the part of the Tenant in this Agreement

(6.3) Within the last two months of the tenancy to permit the Landlord or any person authorised by the Landlord at reasonable hours in daytime to enter and view the Property with prospective tenants or purchasers, having first given the Tenant a reasonable period of notice (12 hours minimum)

(6.4) That where the Property is left unoccupied, without prior notice in writing to the Landlord or Agent, for a prolonged period, the Tenant has failed to pay rent for that period, and has shown no intention to return, the Landlord may treat these actions as a surrender of the tenancy. This means that the Landlord may take over the Property and re-let it

(6.5) The tenant agrees to insure his own contents and have accidental cover for the Landlord's fixtures, fittings and furniture

(6.6) The tenant will be liable for any reasonable charge or other cost incurred as a result of missed appointments where a prior arrangement has been made for a tradesman to visit, inspect or work at the Property, if it is reasonable to do so.

(6.7) Under the terms of the Tenant Agreement, the Landlord is only responsible for insuring the building. The landlord of the property hereby agrees to enter into a tenancy agreement with the tenant/s named herein, upon the condition that there is also a requirement within that Agreement for the tenant to arrange adequate liability insurance for the period of the tenancy for an amount that the landlord or his agent deem to be sufficient but to a minimum level of £2500.00 to protect the landlords fixtures and fittings against accidental damage caused by the tenant(s) and their visitors.

The ingoing inventory will be used as a mechanism in which to compare and assess any damage at the end of tenancy. The tenant agrees and accepts that the insurance held by the Landlord does not cover the tenant's belongings, and tenants are therefore responsible for taking out contents insurance to protect their own contents and valuables if they so require this insurance cover.

7. End of tenancy

(7.1) The tenant agrees to confirm in writing to the landlord no later than 2 months prior to the end of their tenancy of their intentions to vacate the property. If notice is not received then the landlord gives reasonable agreement to allow the tenancy to continue on a periodic basis (subject to 2 months' written notice from the tenant or 2 months written notice from the landlord)

(7.2) To return the Property and Contents at the end of the tenancy in the same clean state or condition as they were at the commencement of the tenancy

(7.3) To leave the Contents at the end of the tenancy in approximately the same places in which they were positioned at the commencement of the tenancy

(7.4) To return the keys of the Property to the Agent on the agreed termination date. The Tenant also agrees to pay for any reasonable charges incurred by the Agent in securing the property against re-entry where keys are not returned. Also to return any additional keys to the Landlord/Agent at the expiration of the Tenancy.

(7.5) To pay for repainting of any walls scuffed and dirtied during the Tenancy and to return to the Landlord the property in the same condition as has been provided to the Tenant. Fair wear and tear excluded

(7.6) To replace and pay for every light bulb, lamp and light fitting in the property that has expired during the Tenancy

Tenant Initials _____

Landlord/agent Initials _____

Guarantor Initials _____

8. The Landlord agrees with the Tenant that:

(8.1) The Landlord shall permit the Tenant to have quiet enjoyment of the Property without interruption by the Landlord; however this does not preclude the Landlord from taking action through the courts should the Tenant fail to pay the rent due or be in breach of the Tenancy Agreement

(8.2) In the event that the Property is rendered uninhabitable by fire, flood or any other risk which the Landlord has insured, other than where the damage has been caused by the act or omission of the Tenant, his family or his visitors then the parties will consider this agreement as frustrated and terminated subject to the right of the Tenant to recover any rent paid in advance for the period after the termination.

9. Subject to the condition that the Landlord must obtain a court order for possession of the Property before re-entering the premises; if the Tenant does not:

- (a) pay the rent (or any part of it) within 14 days of the date on which it is due; or
- (b) comply with the obligations set out in the agreement,

then the Landlord may re-enter the Property and end the tenancy.

This right must be exercised in the correct way through the Courts and only the Court can order the Tenant to give up possession of the Property

10. The Landlord agrees to carry out any repairing obligations as required by section 11 of the Landlord and Tenant Act 1985 (see note 4)

(10.1) The landlord will maintain or repair any electrical appliances which are listed in the inventory, except where the damage or need for repair is as a result of the tenant or tenant's guests or visitors misuse or deliberate damage. In determining the standard of repair required by the landlord under this clause, regard shall be had to the age, character and prospective life of the appliance and the locality in which it is situated. The landlord will not repair or maintain fixtures, fittings and appliances belonging to the tenant.

11. In this Agreement, unless the context otherwise requires, the following expressions shall have the following meanings:

"The Landlord" includes the persons who during the period of the tenancy have a legal interest in the Property

"The Tenant" includes those who might inherit the tenancy. Whenever there is more than one Tenant all covenants and obligations can be enforced against all of the Tenants jointly and against each individually. This means that any one of the members of a joint tenancy can be held responsible for the full rent and other obligations under the agreement if the other members do not fulfil their obligations

12. The parties agree:

(12.1) Notice is hereby given that possession might be recovered under Ground 1, Schedule 2 of the Housing Act 1988 if applicable. That is, that the Landlord used to live in the Property as his or her main home; or intends to occupy the Property as his or her only or main home

(12.2) The tenancy may be brought to an end if the mortgagee requires possession on default of the borrower under Ground 2, Schedule 2 of the Housing Act 1988

(12.3) Before the Landlord can end this tenancy, he shall serve any notice(s) on the Tenant in accordance with the provisions of the Housing Acts. Such notice(s) shall be sufficiently served if served in accordance with section 196 of the Law of Property Act 1925 (see note 5)

13. The Property is let together with the special conditions (if any) listed in the First Schedule attached hereto

THE FIRST SCHEDULE (attach a separate sheet if necessary)

Special conditions:

SIGNED by or on behalf of the LANDLORD(S) :-

In the presence of :-

.....
Date.....

Name
Address
.....
Occupation
Witness Signature

SIGNED by the TENANT(S) :-

In the presence of :-

.....
Date
.....
Date

Name
Address
.....
Occupation
Witness Signature