

**TENANCY AGREEMENT**

**BETWEEN**

**AND**

**ASSURED SHORTHOLD  
TENANCY AGREEMENT**

**RELATING TO:**

**COUNTERPART AGREEMENT**

**BETWEEN**

**AND**

**ASSURED SHORTHOLD  
TENANCY AGREEMENT**

**RELATING TO:**

**Name of Landlord(s) & Actual Address:**

<landlord 1 name>  
<landlord 1 address>

Phone Number  
<Number>

Fax Number (if applicable)  
<Fax: Number>

Email (if applicable)  
<Email: Address>

<landlord 2 name>  
<landlord 2 address>

Phone Number  
<Number>

Fax Number (if applicable)  
<Fax: Number>

Email (if applicable)  
<Email: Address>

<landlord 3 name>  
<landlord31 address>

Phone Number  
<Number>

Fax Number (if applicable)  
<Fax: Number>

Email (if applicable)  
<Email: Address>

**Tenant(s) name:**

<tenant 1 name>

Phone Number  
<Number>

Fax Number (if applicable)  
<Fax: Number>

Email (if applicable)  
<Email: Address>

<tenant 2 name>

Phone Number  
<Number>

Fax Number (if applicable)  
<Fax: Number>

Email (if applicable)  
<Email: Address>

<tenant 3 name>

Phone Number  
<Number>

Fax Number (if applicable)  
<Fax: Number>

Email (if applicable)  
<Email: Address>

<tenant 4 name>

Phone Number  
<Number>

Fax Number (if applicable)  
<Fax: Number>

Email (if applicable)  
<Email: Address>

<tenant 5 name>

Phone Number  
<Number>

Fax Number (if applicable)  
<Fax: Number>

Email (if applicable)  
<Email: Address>

**Address for contact after tenancy ends:**

<post tenancy alternative contact address for tenants>

**Same details for other relevant persons (i.e. agent)**

Agent's Name

**Regent Estates**

Address for contact:

**39 Southend Road, Grays, Essex, RM17 5NH**

E mail address (if applicable):

**regentstates@aol.com**

Phone number:

**01375 393118**

Fax number (if applicable):

**01375 409825**

**Deposit:** <deposit amount>

Deductions may be made from the Deposit according to clauses 1.8.4 and 1.8.5 of the tenancy agreement attached.

A leaflet explaining how the Deposit is protected by the Housing Act 2004 will be provided to the Tenant by the person holding the Deposit being <name of person receiving deposit>.

The holder of the Deposit will register the Deposit with and provide other required information to the Tenancy Deposit Scheme within 14 days of the commencement of the tenancy and provide proof to the Tenant of compliance. If the holder of the Deposit fails to provide proof within 14 days the Tenant should take independent legal advice from a solicitor, Citizens Advice Bureau (CAB) or other housing advisory service.

The procedure for instigating a dispute regarding deductions from the Deposit at the end of the tenancy are explained in clauses A1.1 to A1.12 shown below. No deductions can be made from the Deposit without written consent from both parties to the Tenancy Agreement.

#### Procedure for Dispute at the End of the Tenancy

- A1.1 When the landlord and tenant agree how the deposit should be returned, in full or in part, it must be paid back within 10 working days. Failure to return the deposit within the specified period will be grounds for the tenant to refer the matter directly to the ICE.
- A1.2 The tenants should make their best endeavours to inform the Agent if they wish to raise a dispute about the deposit within 20 working days\* after the lawful end of tenancy and vacation of the property. The Agent has a maximum of 10 working days\* to resolve the dispute.
- A1.3 It is not compulsory for the parties to refer the dispute to the ICE for adjudication. They may, if they choose, seek the decision of the Court. However, this may take longer and may incur further costs. Judges may, because it is a condition of the Tenancy Agreement signed by both parties, refer the dispute back to the ICE for adjudication. If the parties do agree that the dispute should be resolved by the ICE, they must accept the decision as final and binding.
- A1.4 The Agent, the Landlord or the Tenant can instigate a dispute by completing the Notification of Dispute form (TDS.2) and submitting it to the ICE. The form can be downloaded from the website [www.tds.gb.com](http://www.tds.gb.com) or be obtained directly from The Dispute Service Ltd at the address or telephone number specified in clause (insert number) of the attached Tenancy Agreement.
- A1.5 If the Agent instigates a dispute they must send with the Notification of Dispute to the TDS the full deposit, less any amounts already agreed by the parties and repaid. Where one of the parties to the Tenancy raises the dispute, the Agent must send the deposit or the balance in dispute together with the relevant evidence being a copy of the tenancy agreement, inventory and schedule of condition, any check in or check out report correspondence and invoices or estimates within 10 days of being told that a dispute has been registered with TDS whether or not the Agent or the other party want to contest it. Failure to do so will not delay the adjudication but the TDS will take appropriate action to recover the deposit and discipline the Agent.
- A1.6 The sum in dispute must be remitted to The Dispute Service Ltd within 10 days of being requested to do so, whether or not the parties wish the ICE to resolve the dispute.
- A1.7 The ICE will aim to resolve the dispute within 28 days of receiving the final documentation that is once all the evidence considered necessary has been gathered or requested and a suitable time period has been allowed for submission.
- A1.8 TDS will pay out the money within 10 working days of the decision of the ICE or instruction of the court as appropriate.
- A1.9 The time-scale specified may be varied at the discretion of the ICE if he considers it necessary to seek legal or other expert advice, or in exceptional circumstances which affect the ability of either party to the Tenancy being able to provide information promptly.
- A1.10 The Agent and the parties to the Tenancy must co-operate with the ICE in the consideration of the dispute and follow the recommendations of the ICE concerning the method of resolution of the dispute.
- A1.11 If one party raises a dispute with TDS the TDS will contact the other party giving a right to reply within 10 days. If the other party fails to reply TDS will make their adjudication and decision upon the information already held and find accordingly for the party raising the dispute.
- A1.12 If the Landlord or the Agent are unable to contact the Tenant despite making reasonable efforts to do so or the Tenant is unable to contact the landlord or the agent despite making reasonable efforts to do so action must be taken through the County Court system to get a judgement for the return of or deductions from the Deposit.

The Landlord confirms that the information provided to the Agent and the Tenant is accurate to the best of his knowledge and belief.

**The Tenant has been given the opportunity to examine this information and to confirm by signing this document that the information is accurate to the best of the Landlord's knowledge and belief.**

**The Tenant confirms by signing this document that the Landlord confirms that the information contained is accurate to the best of the Landlord's knowledge and belief.**

**Signed by the Tenant:** \_\_\_\_\_

**Signed by the Landlord/Agent:** \_\_\_\_\_

**\* These time scales can be changed by agreement with the tenant in individual cases or by the contract used as standard by the agent.**

**ASSURED SHORTHOLD TENANCY**

**AGREEMENT**

**For letting a dwelling on an Assured Shorthold Tenancy  
under Part 1 of the Housing Act 1988 as amended by the Housing Act 1996.**

**Please note this tenancy agreement is an important document. It may commit you to certain actions for the period of any fixed term and beyond. Please ensure that if you do not understand your legal rights you consult a housing advice centre, solicitor or Citizens' Advice Bureau.**

**This agreement is made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_**  
**1 Particulars**  
**1.1 Parties**

**1.1.1 The Landlord**

**Tel: <landlord 1 telephone number> Fax: <landlord 1 fax number>**

**Email: <landlord 1 email address>**

**Tel: <landlord 2 telephone number> Fax: <landlord 2 fax number>**

**Email: <landlord 2 email address>**

**Tel: <landlord 3 telephone number> Fax: <landlord 3 fax number>**

**Email: <landlord 3 email address>**

**The "Landlord" shall include the Landlord's successors in title and assigns. This is the person who would be entitled to possession of the Property if the Tenant was not in possession and could be the current Landlord or someone purchasing or inheriting the Property.**

**1.1.2 The Tenant**  
**Current**

**Tel: <tenant 1 telephone number> Fax<tenant 1 fax number>**

**Email: <tenant 1 email address>**

**Tel: <tenant 2 telephone number> Fax<tenant 2 fax number>**

**Email: <tenant 2 email address>**

**Post Tenancy**

**Contact Address: <post tenancy alternative contact address for tenants>**

**Contact Tel Number: <alternative contact number>**

**Contact Fax Number: <alternative fax number>**

**Contact Email Address: <alternative email address>**

**The Tenant agrees that the Landlord's Agent may provide the Tenant's name, address and other contact details to third parties including, but not limited to, referencing companies, utility providers, the local authority and the appropriate tenancy deposit protection scheme provider.**

**1.1.3 Relevant Person**

**Under the Housing Act 2004 any person or body that provides the tenancy deposit for an assured shorthold tenancy is called a Relevant Person For this tenancy there is no Relevant Person as the Deposit is provided by the Tenant.**

**The Relevant Person is: <provider of deposit>**

**Contact Address: <address>**

**Contact Tel Number: <tel number>**

**Contact Fax Number: <fax number>**

**Contact Email Address: <email address>**

**1.1.4 The Guarantor**

**< guarantor1 tel number> < guarantor1 fax number> < guarantor1 email address>**

**< guarantor2 tel number> < guarantor2 fax number> < guarantor2 email address>**

< guarantor3 tel number> < guarantor3 fax number> < guarantor3 email address>

< guarantor4 tel number> < guarantor4 fax number> < guarantor4 email address>

< guarantor5 tel number> < guarantor5 fax number> < guarantor5 email address>

**Where the party consists of more than one person the obligations apply to and are enforceable against them jointly and severally. Joint and several liability means that any one of the members of a party can be held responsible for the full obligations under the agreement if the other members do not fulfil their obligations.**

## **1.2 The Landlord's Agent**

The "Landlord's Agent" shall mean ,**Regent Estates 01375 393118,01375 409825**, or such other agents as the Landlord may from time to time appoint.

**1.3** The Landlord lets and the Tenant takes the Property for the Term at the Rent payable upon the terms and conditions of this agreement.

**1.4** This agreement is intended to create an Assured Shorthold Tenancy as defined in Part 1 of the Housing Act 1988 (including any subsequent amendments). These tenancies do not guarantee the Tenant any right to remain in possession after the fixed term (subject to a minimum occupancy of six months).

## **1.5 Property**

**1.5.1** The property situated at and being, together with the fixtures, fittings, furniture and effects therein and more particularly specified in the Inventory signed by the Tenant and all grounds. It shall include the right to use, in common with others, any shared rights of access, stairways, communal parts, paths and drives.

**1.5.2** The Property is not let as a House in Multiple Occupation within the meaning of the Housing Act 2004. The Property does not require the Landlord to hold a licence to be able to lawfully let it.

## **1.6 Term**

**1.6.1** The Term shall be from and including to and including. Please see paragraph 2.5 as it contains important information about what you must do to end the tenancy.

**1.6.2** The "Term" is to include a statutory periodic tenancy or any contractual periodic tenancy that is defined in paragraph 1.6.1 as following the fixed term.

**1.6.3** If on the coming to the end of the fixed term agreed above, the Landlord does not seek possession and the Tenant remains in the Property, they will be considered, by virtue of section 5 of the Housing Act 1988, to have a statutory periodic tenancy. This will continue till ended by either party.

## **1.7 Rent**

**1.7.1 The Rent shall be payable in advance.**

**1.7.2 The Rent shall be paid clear of unreasonable or unlawful deductions or set off to the Landlord's Agent by banker's standing order or such other method as the Landlord's Agent shall require.**

**1.7.3 The first payment of being due on or prior to the date of taking possession.**

**1.7.4 Thereafter the "Rent Due Date" will be during the Term of this agreement.**

**1.7.5 Overdue rental payments will be subject to interest at the rate of 6% per annum calculated from the date the payment was due up until the date payment is received.**

**1.7.6 Any person paying the Rent, or any part of it, for the Property during the Term shall be deemed to have paid it as agent, for and on behalf of the Tenant which the Landlord shall be entitled to assume without enquiry.**

**1.7.7 It is agreed that if the Landlord or Agent accepts money after one of the conditions which may lead to a claim for possession by the Landlord (these are the conditions listed in clause 3 below), acceptance of the money will not create a new agreement and the Landlord will still, within the restrictions of the law, be able to pursue the claim for possession.**

**1.7.8 If this tenancy is continued or run on as a periodic tenancy then the Rent will increase each year from the first Rent Due Date more than 364 days after the commencement of the Term, by the amount stated for the annual increase in the Index of Retail Prices (All Items) as quoted for the month two months prior to the month of the renewal. The Rent will not be reduced below the figure in 1.7.1 at any time.**

## **1.8 Deposit**

The tenancy deposit

**1.8.1 Deposit of £ is paid by the Tenant to the Agent**

**1.8.2 The deposit is held by**

**1.8.2.1 The Agent as Stakeholder. The Agent is a member of the Tenancy Deposit Scheme.**

**1.8.3 No interest will be paid on the deposit**

**1.8.4 The Deposit has been taken for the following purposes:**

**1.8.4.1 Any damage, or compensation for damage, to the Property its fixtures and fittings or for missing items for which the tenant may be liable, subject to an apportionment or allowance for fair wear and tear, the age and condition of each and any such item at the commencement of the tenancy, insured risks and repairs that are the responsibility of the landlord.**

**1.8.4.2 The reasonable costs incurred in compensating the landlord for, or for rectifying or remedying any major breach by the tenant of the tenant's obligations under the tenancy agreement, including those relating to the cleaning of the Property, its fixtures and fittings.**

**1.8.4.3 Any unpaid accounts for utilities or water charges or environmental services or other similar services or Council Tax incurred at the property for which the tenant is liable.**

**1.8.4.4 Any rent or other money due or payable by the tenant under the tenancy agreement of which the tenant has been made aware and which remains unpaid after the end of the tenancy.**

**1.8.5 The Deposit is held as security for the performance of the Tenant's obligations under this agreement and to compensate the Landlord for any breach of those obligations.**

**1.8.6 Subject to the Tenancy Deposit Protection scheme rules, the Deposit will be refunded to the Tenant, less any deductions, within 10 days once the following have been completed:**

**1.8.6.1 possession of the Property has been returned to the Landlord and**

**1.8.6.2 all keys have been returned to the Landlord and**

**1.8.6.3 both parties have confirmed their acceptance of any Deposit deductions and**

**1.8.6.4 confirmation has been received from the Local Authority that no claw back of Housing Benefit is due.**

**1.8.6.5 copies of all Final Paid or Transferred utility bills have been provided to the Agent**

**1.8.7 The Deposit is not transferable by the Tenant in any way.**

**1.8.7.1 If the Landlord has need to use part or all of the Deposit during the Term because of a breach of any of the terms of this agreement by the Tenant, then the Tenant will pay, on demand and by way of additional Rent, a sum sufficient to replenish the Deposit.**

**1.8.7.2 Where the Landlord has more than one reason to claim against the Deposit, the Landlord may choose the allocation of the Deposit against those claims.**

**1.8.7.3 In the event that the total amount due at the end of the tenancy exceeds the amount of the Deposit the Tenant shall reimburse the Landlord's Agent the further amount, within 28 days of the request being made.**

**18.7.4 The balance of the Deposit will be refunded by crossed cheque. Payment to one of joint and several tenants shall be deemed to be the receipt by all persons named as Tenant and is valid discharge for the Landlord and Landlord's Agent.**

**1.8.7.5 In the event of disagreement between the Landlord and the Tenant about the extent or value of any damages the decision of the Landlord's Inventory Clerk as to such matters, acting as expert, shall be final and binding. If the Tenant or any agent appointed by the Tenant should not keep an appointment, made by the Landlord's Agent, to check the inventory at the end of the tenancy, any assessment made by the Landlord's Agent of any compensation payable or extent or value of any damages will be final and binding upon the Tenant.**

**1.8.7.6.1 In the event of the tenants failure to issue the correct notice to vacate the premises, will result in the forfeiture of their damage bond, which will compensate the landlord for breach of the relevant obligations. Notice must be issued on contractual dates and two months prior to the end of the fixed term.**

**1.8.7.6.2 In the event of the tenant failing to claim their rent monies/deposit or stop any standing order mandate to Regent Estates within 3 months of vacating the said premises they will forfeit their rent monies/damage bond.**

**1.8.7.6.3 Regent Estates will not be at liberty to return any of the said monies.**

**1.8.8 The Deposit will be protected by The Dispute Service Limited (TDS) in accordance with the Terms and Conditions of TDS. The Terms and Conditions and ADR Rules governing the protection of the Deposit, including the repayment process, can be found at [www.tds.gb.com](http://www.tds.gb.com).**

**1.8.9 In the event that the total amount lawfully due at the end of the tenancy exceeds the amount of the Deposit the Tenant shall reimburse the Landlord's Agent the further amount, within 14 days of the request being made.**

**1.8.10 Where the property is managed directly by the landlord him/herself, the damage bond money is released to them for them to hold for the term of the tenancy and it is them who the tenant needs to recoup it back from.**

## **1.9 Rights of Third Parties**

The parties intend that no clause of this agreement may be enforced by any third party, other than the Landlord's Agent, pursuant to the Contracts (Rights of Third Parties) Act 1999.

## **1.10 Independent Case Examiner**

**The Independent Case Examiner (ICE) for this agreement will be The Dispute Service Limited whose contact details are at clause 6.1.**

## **1.11 Stakeholder**

**Stakeholder shall mean the party holding the deposit during the tenancy as defined in 1.8.2. They will not refund the deposit at the end of the tenancy without the agreement of both parties, in writing, a decision by the alternative dispute resolution service or an order of the court.**

## **2 Legal Notices**

### **2.1 Section 47**

Under section 47 of the Landlord and Tenant Act 1987 the address of the Landlord is stated to be as on the first page of this agreement. The address for service of Notices is as in clause 2.2.

### **2.2 Section 48**

Until you are informed in writing to the contrary Notice is given pursuant to section 48(1) of the Landlord and Tenant Act 1987 that your Landlord's address for the service of Notices (including Notices in proceedings) is as follows:

**Regent Estates, 39 Southend Road, Grays, Essex, RM17 5NH, 01375 393118**

If the tenant wishes to serve notice to end the tenancy, this is the address to which it must be sent.

### **2.3 Notice service**

**2.3.1 Any Notice given by or on behalf of the Landlord or any other document to be served on the Tenant shall be deemed to have been served on the Tenant if it is:**

**2.3.1.1 left at the Property during the Term or the last known address of the Tenant at any time or**

**2.3.1.2 sent by ordinary post in a pre-paid letter, properly addressed to the Tenant by name at the Property during the Term or the last known address of the Tenant at any time or**

**2.3.1.3 sent by Recorded Delivery in a pre-paid letter, properly addressed to the Tenant by name at the Property during the Term or the last known address of the Tenant at any time.**

**2.3.2 Any Notice given by the Tenant or any other document to be served on the Landlord shall be deemed to have been served on the Landlord if it is:**

**2.3.2.1 left at the office of the Landlord's Agent during the Term only or the last known address of the Landlord's Agent at any time or**

**2.3.2.2 sent by ordinary post in a pre-paid letter, properly addressed to the Landlord at the address in clause 2.2 or**

**2.3.2.3 sent by Recorded Delivery in a pre-paid letter, properly addressed to the Landlord at the address in clause 2.2.**

**2.3.3 If any Notice or other document is left at the Property or Landlord's Agent's office, service shall be deemed to have been on the day it was left.**

**2.3.4 If any Notice or other document is sent by post it shall be deemed to have been served 48 hours after it was posted.**

## **2.4 Notices Received**

**2.4.1 If a relevant Local Authority gives Notice or makes an order in respect of the Property which the Tenant receives at the Property, the Tenant shall provide full particulars to the Landlord's Agent promptly and as soon as reasonably practicable. Where appropriate, the Tenant should take all reasonable steps to comply with it, having first consulted with the Landlord (or Landlord's Agent) as is appropriate to the situation.**

## **2.5 Ending the Tenancy**

**2.5.1 If the Tenant intends to vacate at the end of the fixed term, or at any later date, he agrees to give the Landlord at two month's prior Notice in writing.**

**2.5.2 While the tenancy is periodic two month's written Notice must expire the day before a Rent Due Date.**

## **2.6 Distance Selling Regulations**

**2.6.1 If this contract is a "distance contract" as defined in the Consumer Protection (Distance Selling) Regulations 2000, then, subject to the required information having been provided to the Tenant, the 7 day "right to cancel" will cease immediately the provision of the service commences, in accordance with regulation 13(1)(a) of the above regulations. This means that you will be committed to this tenancy once you take on the Property.**

## **3 Possession**

**3.1 Without limiting the other rights and remedies of the Landlord, the Landlord may seek to lawfully terminate the tenancy by obtaining a court order if:**

**3.1.1 the Rent or any part of it is in arrears whether formally demanded or not,**

**3.1.2 the Tenant is in breach of any of the obligations under this agreement,**

**3.1.3 any of the Grounds of Schedule 2 of the Housing Act 1988 apply (these grounds allow the Landlord to seek possession of the Property in specified circumstances,**

including rent arrears, damage to the Property, nuisance and breach of a condition of the tenancy agreement),

**3.1.4** a Notice is served under section 21 of the Housing Act 1988 (section 21 gives the Landlord a right to end an assured shorthold tenancy without any specific reason, though only after any fixed term has ended, or in operation of a break clause),

Tenants who are unsure of their rights should seek advice.

## **4 Tenant's Obligations**

The Tenant agrees to:

### **4.1 Payments**

**4.1.1** Pay the Rent on the day and in the manner specified.

**4.1.2** Pay and indemnify the Landlord against all charges, including water and sewerage charges, rates and assessments (but of an annual or recurring nature only) and for all gas, electricity, oil or solid fuel consumed on the Property (including all fixed and standing charges) and all charges for the telephone during the Term of this agreement. If the Landlord is held responsible by law for the payment of any of these bills the Tenant agrees to refund to the Landlord the amount covering the Term of this tenancy.

**4.1.3** Pay for the reconnection of water, gas, electricity or telephone if the disconnection results from any act or omission of the Tenant or the Tenant's agents.

**4.1.4** Pay the Council Tax, or any replacement taxation (even of a novel nature), in respect of the Property for the Term of this agreement, unless the tenancy is lawfully terminated.

**4.1.5** Pay a 50% share of the costs and disbursements in relation to the preparation of the inventory and "check out" at the end of the tenancy. The other 50% to be paid by the Landlord.

**4.1.6** Pay the reasonable costs of the Landlord's Agent for each letter the Agent, acting reasonably, has to send to the Tenant concerning breaches of the tenancy agreement.

**4.1.7** Pay a charge of £20 to the Landlord's Agent for any payment presented to the Landlord's Agent's bank but returned, refused or re-presented by the bank for any reason. This fee will be payable for each presentation which fails.

**4.1.8** Notify the relevant authorities and arrange and pay final accounts at the end of the tenancy.

**4.1.9** Pay for the entire invoices and costs of any contractors that the Tenant arranges without having previously obtained the Landlord's authority, unless acting reasonably to effect emergency repairs for which the Landlord is liable.

**4.1.10** Pay the Landlord for the reasonable cost of replacing the locks and cutting new keys if any keys are not returned to the Landlord or the Landlord's Agent when the Tenant moves out.

**4.1.11** Pay any excess on the Landlord's insurance if the claim results from the negligence, misuse or failure to act reasonably by the Tenant or any of his visitors or friends.

**4.1.12** Pay and arrange for the removal of all vermin, pests and insects, if infestation begins during the Term, woodworm and woodboring insects excepted, unless such infestation occurs as a failure of the Landlord to fulfil his repairing obligations.

**4.1.13** Pay any costs incurred by the Landlord if, contrary to the terms of this agreement, the Tenant permits the Property to be occupied as a House in Multiple

Occupation under the Housing Act 2004 or, contrary to the terms of this agreement, uses the property in such a way as to require it to be licensed. This will usually happen if the Tenant permits additional people, of any age, to live in the property. Those allowed to live in the property are specified in para 4.4.3.

4.1.14 Pay the costs of any court action taken for possession of the property or breach of tenancy, as provided for in the court's judgement.

4.1.15 Where the Tenant requests a repair and on inspection the problem has been caused by a failure on the part of the tenant (for example drains blocked by the Tenant's waste or boiler repair claims caused by not having any credit on a utility meter), the Tenant agrees to be responsible for the reasonable cost of the contractors visit.

## 4.2 Repairs

4.2.1 Keep the Property including all of the Landlord's machinery and equipment clean and tidy and in good and tenable condition, repair and decorative order, (reasonable wear and tear, items which the Landlord is responsible to maintain, and damage for which the Landlord has agreed to insure, excepted).

4.2.2 Not permit any waste, injury or damage to the Property, or make any alteration or addition to the Property or the style or colour of the decorations.

4.2.3 Notify the Landlord promptly of any wet rot, dry rot or infestation by wood boring insects.

4.2.4 Promptly replace any broken glass where the Tenant, his friends or visitors are responsible for the damage.

4.2.5 Undertake promptly any repairs for which the Tenant is liable following any Notice being served by the Landlord or the Landlord's Agent and if the Tenant does not carry out the repairs the Landlord may, after correct written notice, enter the Property, with or without others, to effect those repairs and the Tenant will pay on demand the reasonable costs involved.

4.2.6 Where the Property has a chimney that is used by a solid fuel appliance and the Tenant uses the solid fuel appliance, the Tenant agrees to get the chimney swept as often as needed.

4.2.6.1 Pay the Landlord's costs, legal and otherwise, including VAT and disbursements in any and all of the following circumstances:-

4.2.6.2 enforcing or attempting to enforce (whether by legal process or otherwise) the provisions of this agreement,

4.2.6.3 recovering rent or other monies payable under the provisions of this agreement,

4.2.6.4 recovering possession of the property, whether because of the Tenant's default or otherwise,

4.2.6.5 actions arising out of any breach, non-performance or non-observance by the Tenant of the provisions of the agreement.

4.2.7 Forfeit their damage bond money if they break the tenancy at anytime. They must fulfil the whole six-month tenancy period and give the correct notice at the correct time if they do not wish to renew tenancy.

## 4.3 The Property

4.3.1 Promptly notify the Landlord in writing when the Tenant becomes aware of:

4.3.1.1 any defect, damage or want of repair in the Property, other than such as the Tenant is liable to repair in 4.2.1 above,

**4.3.1.2 any Notices, proceedings or letters relating to the Landlord, the Property or the use of the Property,**

**4.3.1.3 any loss, damage or occurrence which may give rise to a claim under the Landlord's insurance.**

**4.3.2 Where reasonable to do so, co-operate in the making of any claim under the Landlord's insurance.**

**4.3.3 Use the Property in the manner a good tenant would.**

**4.3.4 Clean the windows of the Property as often as necessary and in the last two weeks of the tenancy.**

**4.3.5 Not remove any of the Landlord's possessions from the Property.**

**4.3.6 Not exhibit any promotional poster or Notice so as to be visible from outside the Property.**

**4.3.7 Not cause or unreasonably permit any blockage to the drains and pipes, gutters and channels in or about the Property. Common causes of blockages for which the Tenant would be responsible would include putting fat down the sink, failure to remove hair from plugholes and flushing inappropriate things (such as nappies or sanitary towels) down the toilet.**

**4.3.8 Not assign, underlet or part with or share possession of the whole or any part of the Property without the permission of the Landlord, such permission not to be unreasonably withheld.**

**4.3.9 Not permit any visitor to stay for a period of more than three weeks within any three month period.**

**4.3.10 Permit the Landlord and or his agents or others, after giving 24 hours written Notice and at reasonable hours of the daytime, to enter the Property:**

**4.3.10.1 to view the state and condition and to execute repairs and other works upon the Property or other properties.**

**4.3.10.2 to show prospective purchasers the Property at all times during the Term and to erect a board to indicate that the Property is for sale.**

**4.3.10.3 to show prospective tenants the Property, during the last two months of the Term and to erect a board to indicate that the Property is to let.**

**4.3.11 Where the Landlord or the Landlord's Agent have served a valid written Notice of the need to enter to view the state and condition or to effect repairs, the Tenant agrees to them using their keys to gain access within three days of such a request being made, (except in case of emergency when access shall be immediate), if the Tenant is unable to grant access to the Landlord or the Landlord's Agent.**

**4.3.12 Not add any aerial, antenna or satellite dish to the building without the Landlord's consent, which will not be unreasonably withheld.**

**4.3.13 Not change the locks (or install additional locks) to any doors in the dwelling house, nor make additional keys for the locks without the Landlord's consent, which will not be unreasonably withheld. All keys are to be returned to the Landlord or the Landlord's Agent at the end of the tenancy.**

**4.3.14 Ensure that the Property is kept secure at all times, locking doors and windows and activating burglar alarms as appropriate.**

**4.3.15 Keep the Property at all times sufficiently well aired and warmed to avoid build-up of condensation and prevent mildew growth and to protect it from frost.**

**4.3.16 Not block ventilators provided in the Property.**

- 4.3.17 Report to the Landlord's Agent any brown or sooty build up around gas appliances or any suspected faults with the appliances.**
- 4.3.18 Not use any gas appliance that has been declared unsafe by a CORGI engineer, or disconnected from the supply.**
- 4.3.19 Not keep, use or permit to be used any oil stove, paraffin heater or other portable fuel burning appliance, or other appliance against the terms of the insurance of the Property, except as provided by the Landlord.**
- 4.3.20 Be responsible for ensuring that any television used is correctly and continually licensed.**
- 4.3.21 Not keep motorcycles, cycles or other similar machinery inside the Property except in any defined outside area or garage.**
- 4.3.22 Pay for any sterilisation and cleansing of the Property made necessary under the Public Health (Control of Diseases) Act 1984 as a result of a person with a Notifiable Disease having been in the Property during the Term.**
- 4.3.23 Pay for any reasonable costs, fair wear and tear excepted, of redecoration or replacement required as a result of the work carried out under clause 4.3.22.**
- 4.3.24 Perform and observe all valid obligations, a copy of which has been provided to the Tenant, of any headlease or covenant on the Property save for those relating to the payment of rent or service charges and to refund to the Landlord all reasonable costs resulting from all claims, damages, costs, charges and expenses whatsoever in relation to any breach of this obligation.**
- 4.3.25 Not keep any vehicle without a valid Road Fund Licence, commercial vehicle, boat, caravan, trailer, hut or shed on the Property.**
- 4.3.26 Not affix any notice, sign, poster or other thing to the internal or external surfaces of the Property in such a way as to cause any damage.**
- 4.3.27 Not prop open any fire doors in the Property except by any built in system that closes them in the event of a fire and not disable or interfere with any self closing mechanism.**
- 4.3.28 Not keep any cats or dogs on the property. Not keep any other pet, animal, bird, reptile, fish, insects or the like on the Property, without the Landlord's consent, which will not be unreasonably withheld.**
- 4.3.29 Not allow children to live in the Property, without the Landlord's consent, which will not be unreasonably withheld.**
- 4.3.30 Keep the garden and grounds properly cultivated according to the season and free from weeds, in a neat and tidy condition with the lawns regularly mown and edged, and shrubs and trees pruned but not alter the character or layout of the garden or grounds.**
- 4.3.31 Not cause obstruction in any common areas of any building of which the Property forms a part. The Landlord reserves the right to remove or have removed any such obstruction and at his discretion to charge the reasonable costs, payable on demand, to the Tenant for so doing.**

#### **Cleaning and Maintenance**

- 4.3.30 The tenant is responsible for cleaning, maintaining and keeping free from all blockages and obstructions all baths, sinks, lavatory cisterns, drains, gutters, pipes, chimneys, and the like (where applicable). To take all reasonable precautions to prevent damage to the sewers apparatus water and waste pipes and the water system generally by freezing during the winter**

months. During the winter months to provide constant minimum heating for four hours twice a day and take all other reasonable steps necessary to prevent frost damage and in the event of such damage by all tenants failure to take such precautions the tenant shall forthwith and at the tenants expense effect all necessary repairs to reinstate the system into good working order.

**4.3.31** The tenant is responsible for the maintenance of any garden areas and for keeping such areas neat and tidy and free from weeds, with any grass kept cut. Keep or procure to be kept the garden at the property (if any) in good order the grass cut and bordered free from weeds and lop cut down or remove or otherwise injure any tree shrub or plant growing upon the premises or alter the general character of the garden and throughout the tenancy cultivate the garden in a responsible manner according to the season of the year and similarly to keep in good heart any houseplants in the property.

**4.3.32** The tenant is responsible for the maintenance and servicing of all mechanical and electrical appliances listed in the inventory, after the first six month period of renting. The tenant shall be responsible for light bulb changes and battery replacement as necessary and ensuring that they are kept in working order.

**4.3.33** The tenant shall keep the interior of the premises in good repair and condition and in good decorative order. The tenant shall keep the interior of the property and all fixtures and fittings there in the same clean state and condition and repair as it was in at the date here of (damage by accidental fire or other risk insured against by the landlord only excepted unless the relevant policy of insurance shall be rendered void or voidable or payment of the whole or part of the insurance monies refused in consequence of some act or default on the party of or suffered by the tenant) and immediately replace all broken glass.

**4.3.34** The tenant is responsible for the cleaning of any carpets, curtains, furnishing or other items listed in the inventory. Pay for the washing (ironing and pressing) of all counterpanes, blankets and curtains and the steam or other appropriate cleaning of all carpets and upholstery and the professional cleaning of the whole property including the inside and outside of all windows and all kitchen and bathroom equipment which shall in the opinion of the landlord or his agent whose decision shall be final and binding on the tenant, having been soiled during the tenancy and to produce the receipts as proof of all cleaning to the landlord or his agent at the termination of the tenancy, failing which such cleaning to be carried out at the tenants expense.

**4.3.35** The tenant is responsible for cleaning of the windows and for immediately replacing any broken glass, how so ever broken. Keep all electrical lights in good working order and in particular to replace all fused bulbs and florescent tubes as and when necessary. Clean all the windows of the property and all net curtains there at least in every month of the tenancy and at the end of the tenancy providing a receipt top the agent as proof thereof.

**4.3.36** The tenant is responsible for preventing damage front eh occurrence of condensation and mildew on walls, ceilings and window frames of the property, the tenants are not permitted to dry or allow the drying of clothing and other articles on the top of heaters or in the premises or common parts. To properly air all rooms in the property daily especially the kitchen

when cooking and bathroom when showering and to wipe condensation from windows regularly.

#### **4.4 General**

**4.4.1 Not permit or suffer to be done on the Property anything which may be, or may be likely to cause, a nuisance or annoyance to a person residing, visiting or otherwise engaged in a lawful activity in the locality. This responsibility includes the actions and behaviour of visitors and friends of the Tenant.**

**4.4.2 Not make or permit any noise or play any radio, television or other equipment in or about the Property between the hours of 10pm and 7am so as to be an audible nuisance outside the Property.**

**4.4.3 Not carry on any trade or profession upon the Property nor receive paying guests but use the Property only as a private residence for the occupancy of the tenants named on this agreement.**

**4.4.4 Not permit or suffer to be done on the Property anything which may render the Landlord's insurance of the Property void or voidable (i.e. no longer providing cover) or increase the rate of premium for such insurance.**

**4.4.5 Not use or suffer the Property to be used for any illegal or immoral purpose (note, unauthorised taking or possession of controlled drugs is considered to be illegal for the purpose of this clause).**

**4.4.6 Promptly notify the Landlord or Landlord's Agent if the Property becomes the subject of proceedings under the Matrimonial Causes Act 1973 or the Family Law Act 1996 and supply particulars of such proceedings to the Landlord on demand.**

**4.4.7 Have the use of all appliances provided in the Property, as laid out in the inventory save those which are noted as not working. However, should any items require repair, or be beyond repair, the Landlord does not undertake to pay for any costs of repair or to replace the appliance, except those which the Landlord is required by law to maintain.**

**4.4.8 Forward any correspondence addressed to the Landlord and other notices, orders and directions affecting the Landlord to the Landlord's Agent without delay.**

**4.4.9 Reside in the Property as his only or principal residence. Any change in residence status must be notified to the Landlord's Agent and a new tenancy agreement drawn up if necessary.**

**4.4.10 Not leave the Property vacant for more than 28 days without providing the Landlord with reasonable notice.**

**4.4.11 Check the inventory and report any errors/deficiencies to the Landlord's Agent, returning a copy with any annotations/corrections as necessary within 7 days.**

**4.4.12 Not change the supplier of utility services without approval from the Landlord or Landlord's Agent. The Landlord will not unreasonably withhold giving approval. If approval is given, the Tenant will provide the Landlord's Agent with the new supplier's details including the Property reference number.**

**4.4.13 Not change the telephone number of the Property without the written permission of the Landlord. The Landlord will not unreasonably withhold permission.**

**4.4.14 Not alter the operation of, or disable, the smoke alarms.**

**4.4.15 Not disable or alter the operation or code of the burglar alarm.**

**4.4.16 Be responsible for maintenance of the burglar alarm and the smoke alarms including checking the smoke alarms every week and replacing non rechargeable batteries every year.**

**4.4.17 The Tenant agrees not to smoke in the property and not to permit their friends or visitors to smoke.**

#### **4.5 Insurance**

**4.5.1 The tenant will not (nor allow others to) do anything which may make void (or increase the premium of ) any relevant insurance policy. The landlord grants tenancy of the property to named tenant upon the condition that the tenant holds insurance that the landlord or his agents considers adequate to protect the tenants and the landlords personal possessions and accidental damages caused by the tenant to the furniture, fixtures and fittings at the property as described in the attached inventory, or**

**4.5.2 The tenant must provide the landlord or his agent with a copy of his/her current certificate prior to the commencement of the tenancy detailing the cover held, the name and address of the insure, the policy number and the date of renewal.**

**4.5.3 Insurance is not applicable to Social Service Refugee Families.**

#### **4.6 End of tenancy**

**4.6.1 Return possession of the Property at the end of the tenancy in the same good clean state and condition as it was in at the beginning of the tenancy and make good, pay for the repair of, or replace all such items of the fixtures, fittings, furniture and effects as shall be broken, lost, damaged or destroyed during the tenancy (reasonable wear and tear and damage for which the Landlord has agreed to insure excepted).**

**4.6.2 Return all keys to the Property to the Landlord's Agent by 12 noon on the last day of the tenancy (or sooner by mutual arrangement).**

**4.6.3 Pay for the washing (including ironing or pressing) of all the linen and the cleaning (including ironing and pressing where appropriate) of all blankets, bedding, carpets and curtains which have been soiled during the tenancy (reasonable use thereof nevertheless excepted) or arrange the washing and cleaning themselves all at their own expense.**

**4.6.4 Leave the oven in the same state of cleanliness as it is listed in the inventory.**

**4.6.5 Leave the fixtures fittings, furniture and effects at the end of the tenancy in the rooms and places in which they were at the beginning of the tenancy.**

**4.6.6 Remove all rubbish from the Property, except one dustbin or black refuse sack's worth which may be left in the appropriate place for collection, before returning the Property to the Landlord.**

**4.6.7 Pay the reasonable costs, reasonably incurred and which cannot be mitigated, if the Tenant fails to keep the appointment to check the inventory at the end of the tenancy and another has to be scheduled.**

**4.6.8 The Agent must tell the Tenant within 10 working days of the end of the tenancy if they propose to make any deductions from the Deposit.**

**4.6.9 If there is no dispute the Agent will keep or repay the Deposit, according to the agreed deductions and the conditions of the tenancy agreement. Payment of the Deposit or any balance of it will be made within 10 working days of the Landlord and the Tenant agreeing the allocation of the Deposit.**

**4.6.10 The Tenant should use try to inform the Agent in writing if the Tenant intends to dispute any of the deductions regarded by the Landlord or the Agent as due from the Deposit within 20 working days\* after the termination or earlier ending of the tenancy and the Tenant vacating the Property. The Independent Case Examiner ("ICE") may**

**regard failure to comply with the time limit as a breach of the rules of TDS and if the ICE is later asked to resolve any dispute may refuse to adjudicate in the matter.**

**4.6.11 If, after 10 working days\* following notification of a dispute to the Agent and reasonable attempts having been made in that time to resolve any differences of opinion, there remains an unresolved dispute between the Landlord and the Tenant over the allocation of the Deposit the dispute will (subject to 4.6.12 below) be submitted to the ICE for adjudication. All parties agree to co-operate with the adjudication.**

**4.6.12 If the amount in dispute is over £5,000, the Landlord and the Tenant agree to submit to formal arbitration through the engagement of an arbitrator appointed by the ICE although, with the written agreement of both parties, the ICE may at his discretion accept the dispute for adjudication. The appointment of an arbitrator will incur an administration fee, to be fixed by the Board of The Dispute Service Ltd from time to time, shared equally between the Landlord and the Tenant; the liability for any subsequent costs will be dependent upon the award made by the arbitrator.**

**4.6.13 The statutory rights of the Landlord and the Tenant to take legal action through the County Court remain unaffected by clauses 4.6.8 to 4.6.12 above.**

**\* These time scales can be changed by agreement with the tenant in individual cases or by the contract used as standard by the agent.**

## **5 Landlord's obligations**

**The Landlord agrees with the Tenant as follows:**

**5.1 To pay all assessments and outgoings in respect of the Property (except those for which responsibility is assumed by the Tenant under this agreement).**

**5.2 To allow the Tenant quiet enjoyment of the Property during the tenancy without any unlawful interruption from the Landlord or any person lawfully claiming under or in trust for the Landlord.**

**5.3 To return to the Tenant any Rent paid for any period while the Property is rendered uninhabitable by fire or other risk for which the Landlord has agreed to insure.**

**5.4 That he is the sole owner of the leasehold or freehold interest in the Property and that all necessary consents to allow him to enter into this agreement (superior lessors, mortgage lenders or others) have been obtained in writing.**

**5.5 To maintain a comprehensive insurance policy with a reputable company to cover the Property, and the Landlord's fixtures, fittings, furniture and effects (including carpets and curtains), but not including the Tenant's belongings.**

**5.6 That the Landlord will not be responsible for any loss or inconvenience suffered as a result of a failure of supply or service to the Property, supplied by a third party, where such failure is not caused by an act or omission on the part of the Landlord.**

**5.7 The Landlord agrees to provide a copy of the insurance and any freehold or headlease conditions affecting the behaviour of the Tenant.**

**5.8 The Landlord agrees to fulfil his repairing obligations contained within Section 11 of the Landlord and Tenant Act 1985. These are quoted below;**

- 11 (a) to keep in repair the structure and exterior of the dwelling-house (including drains, gutters and external pipes);**  
**(b) to keep in repair and proper working order the installations in the dwelling-house for the supply of water, gas and electricity and for sanitation (including basins, sinks, baths and sanitary conveniences, but not other fixtures,**

fittings and appliances for making use of the supply of water, gas or electricity);  
and  
(c) to keep in repair and proper working order the installations in the dwelling-house for space heating and heating water.

## **6 Tenancy Deposit Protection Prescribed Information**

**6.1** The contact details for this scheme are as follows:

**Name:** The Dispute Service Ltd  
**Address:** PO Box 541  
AMERSHAM  
HP6 6ZR  
**Telephone number:** 0845 226 7837  
**Email Address:** deposits@tds.gb.com  
**Fax Number:** 01494 431123

**6.2** Please see [www.tds.gb.com](http://www.tds.gb.com) for information provided by the scheme.

**6.3** The Deposit will only be repaid at the end of the tenancy when the conditions in paragraph 1.8.6 have been completed and the Landlord and Tenant have agreed, or a dispute has been adjudicated by the ADR service, or on the order of a court.

**6.4** If either party is not contactable at the end of the tenancy then the other should contact the scheme provider for advice.

**6.5** If the Landlord and Tenant do not agree with each other about the amount of the Deposit refund at the end of the tenancy they may either apply to The Dispute Service Limited for the free alternative dispute resolution service or seek a county court order for a judgement on their claim.

**6.6** The Dispute Service Limited offer free dispute resolution for Deposits covered by them. Applications should be made to The Dispute Service Limited.

**6.7** The Deposit value is as per paragraph 1.8.1.

**6.8** The address of the property is as per paragraph 1.5.

**6.9** The contact details of the Landlord are as per paragraph 1.1.1.

**6.10** The contact details of the Tenant are as per paragraph 1.1.2.

**6.11** Information about any Relevant Person is in paragraph 1.1.3.

**6.12** The reasons for possible deductions from the Deposit are listed in paragraph 1.8.4 and 1.8.5.

**6.13** The Lead Tenant for this tenancy will be **<tenant 1's name>**. If nominated, this is the person who will be able to deal with Deposit disputes and correspond with The Dispute Service Limited on behalf of the Tenant.

## **7 Housing Benefit**

**7.1** The Tenant authorises the Local Authority or The Rent Service to discuss with the Landlord and the Landlord's Agent the details of any Housing Benefit or Council Tax claims made at any time in relation to the renting of the Property.

**7.2** If the Landlord's Agent so requires, the Tenant consents to any Housing Benefit being paid direct by the Local Authority to the Landlord or the Landlord's Agent.

**7.3** The Tenant agrees to refund to the Landlord any Housing Benefit overpayment recovery which the Local Authority seeks from the Landlord in respect of this tenancy, either before or after the Tenant has vacated the Property where this creates a shortfall in the money owed to the Landlord.

## **8 Guarantor**

**8.1** In consideration for the Landlord granting the Tenant a tenancy of the Property, the Guarantor agrees to pay the Landlord and the Landlord’s Agent for any reasonable losses suffered as a result of the Tenant failing to fulfil any of his obligations under this agreement or failing to pay Rents or other monies lawfully due.

**8.2** The Guarantor agrees to pay, on demand and in full, any overdue Rent or other monies lawfully due under this agreement for the full Term and until vacant possession is given to the Landlord.

**8.3** The Guarantor agrees to make payments lawfully due under clause 8.1 or 8.2 even after the Tenant has returned possession of the Property to the Landlord.

**8.4** If this contract is a “distance contract” as defined in the Consumer Protection (Distance Selling) Regulations 2000, then, subject to the required information having been provided to the Guarantor, the 7 day “right to cancel” will cease immediately the provision of the service commences, in accordance with regulation 13(1)(a) of the above regulations. This means that you will be committed to this guarantor agreement once the Tenant takes on the Property.

**In accordance with Statutory Instrument 2007 No. 797 Regulation 2(1)(g)(vii), the Landlord confirms that the information provided about the Tenancy Deposit Protection prescribed information is accurate to the best of his knowledge and belief; and that the Tenant has had the opportunity to sign this document containing the information provided by the Landlord by way of confirmation that the information is accurate to the best of his knowledge and belief.**

Signature(s) of Landlord(s) .....

**In accordance with Statutory Instrument 2007 No. 797 Regulation 2(1)(g)(vii)(bb), the Tenant confirms that the information provided about the Tenancy Deposit Protection prescribed information is accurate to the best of his knowledge and belief;**

Signature(s) of Tenant(s) .....Date.....

Signature(s) of Tenant(s) .....Date.....

Signature(s) of Tenant(s) .....Date.....

Signature(s) of Tenant(s) .....Date.....

Signature of Guarantor .....

Name of Guarantor .....

Address

**HOUSING ACT 1988**  
**Section 21(1)(b)**

**Assured Shorthold Tenancy : Notice Requiring Possession:**  
**Fixed Term Tenancy**

**To**

**Of**

**From**

**I give you notice under section 21 of the Housing Act 1988 that I require possession of the dwelling house known as:**

**After**

**Signed:**

**Dated:**

**Landlord's agent:**

**NOTES**

- 1.** At or after the end of a fixed term of an assured shorthold tenancy, a court is obliged to make an order for possession if the landlord has correctly served a notice in this form.
- 2.** Where there are joint landlords, at least one of them must serve this notice if the tenancy is to be ended at or after the fixed term has expired.
- 3.** The length of the notice must be at least two months and the notice may be given before or on the day on which the fixed term comes to an end.

### **What to do if this notice is served on you**

- **This notice is the first step requiring you to give up possession of your home. You should read it very carefully.**
- **If the tenant or licensee does not leave the dwelling, the landlord or licensor must get an order for possession from the court before the tenant or licensee can lawfully be evicted. The landlord or licensor cannot apply for such an order before the notice to quit or notice to determine has run out. By issuing this notice your landlord is informing you that he intends to seek such an order. If you are willing to give up possession without a court order, you should tell the person who signed this notice as soon as possible and say when you are prepared to leave..**
- **A tenant or licensee who does not know if he has any right to remain in possession after a notice to quit or a notice to determine runs out can obtain advice from a solicitor. Help with all or part of the cost of legal advice and assistance may be available under the Legal Aid Scheme. He should also be able to obtain information from a Citizens' Advice Bureau, a Housing Aid Centre or a rent officer.**