

ASSURED SHORTHOLD TENANCY AGREEMENT: ENGLAND & WALES

Under Part 1 of the Housing Act 1988 as amended under Part 3 of the Housing Act 1996

This document is intended to create an Assured Shorthold Tenancy Agreement in accordance with Section 19a Housing Act 1988 as amended. It gives the Tenant (as defined) a right to occupy the Property (as defined) until the agreement is brought to an end in accordance with the provisions contained in that Act. The Tenant understands that the Landlord (as defined) can recover possession at the end of the Term (as defined) and may also end the tenancy early if the Tenant fails to carry out their responsibilities.

Do not sign this agreement without reading it. By signing this document you are agreeing to all the conditions in it. If you do not understand it you should seek advice from a Solicitor, Citizens' Advice Bureau or Housing Advice Centre.

DATE

This Agreement is made on

The EXECUTION DATE

THE PARTIES

Between

(being an address in England or Wales in accordance with the provisions of S47 and S48 Landlord & Tenant Act 1987 for the service of notices on the Landlord)

Of

Chapplins Estate Agents
66 Station Road
Liss
GU33 7AA

The LANDLORD

And

The TENANT(s)

(note that under an AST a maximum of 4 tenants is permitted)

And (if applicable)

The GUARANTOR

THE PROPERTY

Relating to (including, if applicable, the Landlord's possessions listed in the "Inventory")

The PROPERTY

THE TERM

For the duration of

The TERM

Commencing on (subject to vacant possession being available)

The COMMENCEMENT

Ending on (but continuing by virtue of statute until notice is given)

The EXPIRY

THE PAYMENTS

The rent is **The RENT**

Payable in advance on the **The FREQUENCY**

The Tenant must pay a deposit of **The DEPOSIT**

If the Landlord has taken a deposit it will be registered with one of the Government authorised tenancy deposit schemes (the "Tenancy Deposit Scheme") and held in accordance with the rules of that scheme (the "TDS Rules"). Full details of the scheme will be notified to the Tenant as an addendum to this agreement, within 30 days of them signing it. The Prescribed Information Notice will also be provided. If no deposit is taken then rent in "advance" may be requested – see below.

Where there is more than one Tenant, the person nominated to act on behalf of you all jointly and individually when dealing with the deposit is [leave blank if only 1 Tenant]

The HEAD TENANT

This representative is to act on behalf of you all jointly and individually when dealing with the deposit can be replaced by another of you, so long as we are notified in writing by a majority of you. If this box is left blank and there is more than 1 tenant, the first tenant named will be deemed to be the Head Tenant.

ADDITIONAL INFORMATION

Options (tick as appropriate)

- The property is supplied Furnished Unfurnished
- The Deposit is protected by The Deposit Protection Service(DPS)
 A Deposit has not been taken
- The Tenancy is for A room let only with access to common areas
 Exclusive use of the whole Property as defined
- The property Has a valid Gas Safety Certificate (CP12)

1 RENT AND OTHER CHARGES

- 1.1 Once this Agreement has commenced and until it is legally ended the Tenant must:
 - 1.1.1 Pay the Rent in full and on the dates agreed.

If the rent is late the Landlord can charge interest at 3% per annum above Bank of England base rate once the rent is 14 days late. Interest will be charged until the date full payment is received. If rent is received from a third party that will be accepted from them as the Tenant's agent. The Landlord will not intend to create a tenancy with any person who pays rent on the Tenant's behalf. However, the Tenant need not pay rent for any period during which the Property are uninhabitable. The amount of rent which does not have to be paid is to be calculated pro-rata (for every day the Property are uninhabitable the Tenant does not need to pay a day's rent). This exemption does not apply if the Property are uninhabitable because the Tenant or their guests or family did something (or failed to do something) which invalidated the Landlord's insurance policy in respect of the Property and the Landlord has given you notice of the requirements of that policy.
 - 1.1.2 Pay all charges in respect of any gas, electric, water, sewage, telephonic or televisual services used at or supplied to the Property and Council Tax or any other similar Property tax that might be charged in addition to or replacement of it during the Term.

The Tenant must arrange to be billed for these taxes and services and must pay the amounts in full and on time. The Tenant agrees to remain liable for these items after the expiry of this Agreement until the tenancy has legally ended.

If the Property is a HMO, then the Landlord rather than the Tenant will be liable for Council Tax.

2 DEPOSIT

- 2.1 The Deposit of £xxxx is paid by the Tenant to the Agent.
- 2.1.2 The deposit is held by the Agent as Stakeholder. The Agent is a member of the Tenancy Deposit Scheme.
- 2.2 Any interest earned will belong to the agent.
- 2.3 The Deposit has been taken for the following purposes:
 - 2.3.1 Any damage, or compensation for damage, to the premises 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.
 - 2.3.2 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 premises, its fixtures and fittings.
 - 2.3.3 Any unpaid accounts for utilities or water charges or environmental services or other similar services or Council Tax incurred at the property/premises for which the tenant is liable.
 - 2.3.4 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.
- 2.4 The Agent/Member must tell the tenant within 10 working days of the end of the tenancy if they propose to make deductions from the deposit.
 - 2.4.2 If there is a dispute the Member/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.
 - 2.4.3 The Tenant should try to inform the Member/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.
 - 2.4.4 If, after 10 working days following notification of a dispute to the Member/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 Tenant over the allocation of the Deposit the dispute will be submitted to the ICE for adjudication. All parties agree to co-operate with the adjudication.
 - 2.4.5 The statutory rights of the Landlord and the Tenant to take legal action through the County Court remain unaffected by clauses 2.1 to 2.4.4 above.

3 CONTROL OF THE PROPERTY

- 3.1 The Tenant must not do anything which causes nuisance/annoyance, invalidates the Landlord's insurance or is in any way illegal, immoral or damaging to the Property.

The Tenant cannot: Use or threaten to use violence against a person lawfully living in the Property; do anything which creates a risk of significant harm to a person lawfully living in the Property; engage or threaten to engage in conduct that is capable of causing nuisance or annoyance to a person living in the locality of the Property or engaged in lawful activity in the Property or in the locality of the Property (this includes loud music or other noise which can be heard outside the Property between 11pm and 7.30am or which will cause annoyance or annoy anyone at any other time); use or threaten to use the Property or any common parts that you are entitled to use under this Agreement for criminal purposes; put anything into the drains that may cause harm; have any form of heating other than that we have provided (paraffin heaters, portable gas heaters, LPG and electric fires other than those we have provided are not allowed but electric oil-filled radiators are); store any petrol or paraffin inside the Property; leave the washing machine working when there is no-one in the Property; block any flues or ventilators to the Property; put rubbish anywhere other than in the areas provided; allow the gas, water or electricity to become disconnected (the Tenant must pay for reconnecting these if it was their fault they were disconnected); keep any pet without the Landlords permission, in writing; place posters in the Property that are visible from outside the Property or that will cause damage to the Property; smoke in the Property.
- 3.2 The Tenant must not breach any restrictive covenants to which the Property is subject.

The Landlord will have either a Freehold interest or a long lease on the Property and will be required to perform certain legally enforceable obligations and in turn so will the Tenant. The Tenant is required not to: Hold any auction on the Property; reduce the amount of light that comes into the Property; fix or allow to be fixed, any sign, notice advertisement or poster anywhere on the Property. Other obligations, if any, that the Landlord is required to perform (and in turn so is the Tenant) will be notified to the Tenant as an addendum at the end of this Agreement.
- 3.3 The Tenant must use the Property as a private residence and cannot run a business at the Property or allow anyone else to do so and must not assign, sublet, charge or part with or share possession of the Property (unless the Landlord consents in writing).

- 3.4 The Tenant must not allow overcrowding or allow the number of occupiers to be such that, if the Property is not a licensed House in Multiple Occupation, such numbers would cause the Property to require such a licence. If, as a consequence of breaching this term, the Landlord is fined the Tenant agrees to pay the Landlord the amount of those fines and any reasonable legal costs they have incurred as a consequence.
- 3.5 The Tenant acknowledges responsibility for the security of the Property.
The Tenant must: use all locks that are fitted to the Property and set the burglar alarm (if there is one) when going out; tell the Landlord if they change the burglar alarm code (in case the Landlord needs to enter in an emergency); not give a key to anyone other than a person named as a Tenant under this Agreement, a member of your family living at the Property, or a permitted lodger (if at the end of the tenancy there is reasonable cause to believe that the Landlord has not had returned to him all keys to the Property, the Tenant agrees to pay the Landlord's reasonable costs for fitting replacement locks as there is a duty to make sure that future tenants are protected); not alter locks on doors or windows to the Property without giving the Landlord spare keys (these locks will become the Landlord's property at the end of this Agreement).
- 3.6 The Tenant must give the Landlord any letters, notices, orders or similar documents regarding the Property or any nearby land that are addressed to the Landlord and delivered to the Property. The Tenant may send them to the address mentioned for the Landlord on Page 1 of this Agreement.
- 3.7 The Landlord's insurance policy may become invalidated if the Property is left unattended for more than 7 days. If the Tenant is going to leave the Property for longer, then they agree to make the Landlord aware of this in advance in writing.

4 CARE OF THE PROPERTY

- 4.1 The Tenant must keep the Property and items listed in the Inventory in good condition.
The Tenant should: take those precautions as are reasonable in all the circumstances to prevent freezing pipes; keep surface drain covers free from leaves and other waste; promptly repair or replace any fixtures and fittings that have been damaged or destroyed as a result of a lack of care by the Tenant or by a permitted occupier of the Property or by anyone they have invited into the Property and not damage walls to hang pictures; if there is a garden it must be kept tidy and well maintained. The Tenant must not lop, top or cut down any trees or plants or otherwise alter the general character of the garden but is required to mow the lawn, trim the hedges and weed the garden regularly.
- 4.2 The Tenant cannot in any way alter the Property or items in it.
The Tenant cannot: remove any fixtures or fittings from the Property without the consent of the Landlord; bring a waterbed into the Property; redecorate without the consent of the Landlord (such consent will not be unreasonably withheld as long as the proposed scheme is likely to be acceptable to future tenants and is undertaken by a competent person to a professional standard and samples of proposed wallpapers and paint must be submitted to the Landlord for consideration and subsequent approval will only be given in writing); make an improvement or alteration to the Property without the written consent of the Landlord (the Landlord has an absolute right to refuse consent for any alterations or improvements but, if accepted, any fixtures become the property of the Landlord - this includes the erection of a satellite dish or television aerial and the carrying out of external redecoration); spend money on repairs without the Landlord's written permission (the Tenant does not have authority to commission workmen on the Landlord's behalf and the Tenant will have to pay for them unless they were acting reasonably to effect emergency repairs for which the Landlord is liable).
- 4.3 The Tenant is liable to pay for: damage to doors and windows if the police break into the Property as a result of any criminal activity by the Tenant or any person they have invited into the Property or who is permitted to live there; the treatment of fleas, ants, mice, wasp's nests and other pests unless it can be proved that these are a result of the Landlord being in breach of his repairing obligations or pre-date the start of this Agreement.
- 4.4 The Tenant agrees to: replace all tap-washers, fuses, light bulbs, fluorescent tubes and smoke-alarm batteries whenever necessary; regularly test fire alarms, smoke alarms and carbon monoxide detectors if there are any; allow workmen to use any gas, water or electricity at the Property in order to carry out their work; disconnect the gas, water or electricity if these seem not to be working correctly. The gas and electricity usually can be disconnected at the meter.

5 ACCESS TO THE PROPERTY

- 5.1 The Tenant must allow the Landlord access to the Property at any reasonable time.
The Landlord may enter the Property at any reasonable time for the purpose of carrying out Gas Safety Inspections, carrying out any other inspection required by law, dealing with pests, inspecting the condition and state of repair or to carry out works or repairs needed to comply with his repairing obligations, or during the last month of the Term, to show the Property to prospective new tenants. For this purpose, the Landlord is entitled to have and retain keys for all the doors to the Property. The Landlord must give the Tenant at least 24 hours notice in writing before exercising that power (and may

only enter if the Tenant consents save for 5.2 below). In exercising this power the Landlord may authorize someone to do it on his behalf.

- 5.2 In an emergency the Landlord is not required to give the Tenant prior notice of entry. If there is an emergency and the Landlord needs to enter the Property immediately he is entitled to enter, or if necessary force entry to the Property without giving the Tenant any notice. The Landlord is entitled to ask for payment from the Tenant for any damage done in the process of forcing entry to the Property if it was the Tenant's fault that it was necessary to force entry.
- 5.3 The Tenant must make the Landlord aware of any defect or disrepair which is the Landlord's responsibility to repair as soon as the Tenant becomes aware of it. Failure to do so may result in liability to pay for the further damage caused as a result of any delay. The Tenant should follow up any verbal notification with a letter outlining the disrepair.

6 OBLIGATION TO REPAIR

- 6.1 The Landlord must ensure that there is no Category 1 hazard in the Property (except where such hazard is wholly or mainly attributable to lack of care by the Tenant or a permitted occupier of the Property). A Category 1 hazard is one which has a score of 1000 points or more on the Housing Health & Safety Rating System. If the Property forms only part of a building the Landlord must ensure there is no Category 1 hazard on the structure or exterior of the building or of the common parts.
- 6.2 The Landlord must keep in repair the structure and exterior of the Property (including drains, gutters and external pipes) and keep in repair and proper working order the service installations and heating and hot water systems in the Property.
- 6.3 The Landlord's obligations under this heading do not arise until he becomes aware that works or repairs are necessary. The Landlord complies with his obligations if he carries out the necessary works or repairs within a reasonable time after the day on which he becomes aware they are necessary.
- 6.4 The Landlord undertakes to have a Landlord Gas Safety Certificate in place at the start of this Agreement and to have it renewed annually by a Gas Safe registered gas fitter.
- 6.5 The Landlord undertakes to ensure that there is a valid Energy Performance Certificate at the start of the Tenancy and have it renewed every 10 years thereafter.

7 INSURANCE

- 7.1 Under the terms of the Tenancy 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. The ingoing inventory will be used as a mechanism in which to compare and assess any damage at the end of the 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.
- 7.2 Where a claim is made under the Landlord's Insurance policy and the Landlord has to pay the first part (known as the "Excess") the Tenant agrees to repay the amount of excess demanded by the Landlord's Insurers if the claim was as a result of the failure of the Tenant or someone the Tenant had invited into the Property to act reasonably.

8 TERMINATING THIS AGREEMENT

- 8.1 The Landlord may end this Agreement if the Tenant forfeits and breaches any term of this Agreement. This includes the Tenant: not paying rent for more than 14 days after it is legally due (whether formally demanded or not); or his representative supplying references which were false or misleading; breaching any term of this Agreement; leaving the Property empty for more than 28 days (without permission) or it seems that he has abandoned the Property; the Tenant becomes bankrupt, their belongings are seized by bailiffs, or they enter a voluntary arrangement with the people they owe money to. If any of these things happen the Landlord has the right to enter the Property after the bailiffs evict the Tenant following a court order for possession. The Landlord may start this process by sending you a notice in accordance with the procedure set out in Section 8 of the Housing Act 1988.
- 8.3 If applicable, the Landlord may also end this agreement under Grounds 1 or 2 under Section 8. If applicable the Landlord gives the Tenant notice that at some time before the start of this tenancy, the Landlord lived in the Property as his only or main home, and may need possession under Ground 1 of the Housing Act 1988; and there is a mortgage on the Property which, if not paid, may result in repossession under Ground 2 of the Housing Act 1988. If the Landlord wants to use either Ground, he will start the procedure by serving you with a Section 8 Housing Act 1988 notice. That notice is for two months and he cannot apply for a court hearing until after the two months have passed.
- 8.4 To end this Agreement the tenant must give the Landlord at least one month's, notice in writing that he will give up possession of the Property on a date specified in the notice.

The notice must expire at the end of a rental period. The notice may be given at any time but cannot expire before the end of the Expiry of this Agreement or any extension of this agreement. If the Tenant stays beyond the end of the fixed term or beyond any extension of this agreement, a new tenancy will arise that will run from month to month or week to week. If you give up possession on a date earlier than the date specified in the notice, the tenancy will end on the date specified in the notice. The notice must be sent by first class recorded delivery or handed to the Landlord.

- 8.5 If the Tenant is the sole Agreement holder and they die, this Agreement ends one month after his death or, if earlier, when the Landlord is given notice of the Tenant's death by authorized persons. Only the Tenant, a person authorized by the Tenant in writing or, if he is dead, his personal representative can give notice to end this Agreement.

9 WHEN THIS AGREEMENT ENDS

- 9.1 The Tenant must do the following: Allow the Landlord to put up a 'For Sale' or 'To Let' board on the Property; give the Landlord vacant possession of the Property (the tenancy and its obligations continue, as does the Tenant's liability to pay standing charges for utilities and for Council tax, if he does not give the Landlord vacant possession); permit the Landlord to dispose of anything left behind at the end of the tenancy after 7 days of the tenancy ending and the Tenant agrees to pay our reasonable costs (the Tenant agrees to pay the Landlord for any damages in having to pay a third party whose possessions are disposed of by him in accordance with this clause); return any furniture that was moved during the tenancy to its original position; return all keys to the Property (including any additional keys that have been cut) to the Landlord; make sure the Property is in the same clean state it was when the Agreement started (subject to fair wear and tear).
- 9.2 The Landlord will return any deposit to the Tenant that is not being held to cover any breach of this Agreement, within 10 working days of the Tenant providing paid termination accounts for gas, water, electricity telephone and council tax.
This is to enable the Landlord to know the details of the current suppliers and to protect the Property from becoming black-listed if the Tenant does not pay his bills. If the Tenant wants a cheque posted to him, a forwarding address must be provided to the Landlord.
- 9.3 The Tenant agrees that the Landlord can forward details about how the Tenant has conducted this tenancy to any prospective future Landlord, and to other agents, landlords, and bad Tenant databases if they have conducted the tenancy in an unsatisfactory manner. The Tenant agrees that the Landlord can pass details he has about the Tenant to any creditor of the Tenant who may make an enquiry about him.

10 OTHER CONDITIONS

- 10.1 No one else will benefit from this Agreement as permitted by the Contracts (Rights of Third Parties) Act 1999
- 10.2 The Consumer Protection (Distance Selling) Regulations 2000 are excluded from this Agreement.
- 10.3 The Tenant permits the Landlord to discuss details relating to the Tenancy with any individual. Specifically, the Tenant permits the Landlord to discuss the details of any Housing Allowance claim with the Local Authority.
- 10.4 If any term of this Agreement cannot be enforced or is found to be unfair, it does not affect the other terms of the Agreement.
- 10.5 Where the context so admits: references to the 'Landlord' includes the persons from time to time entitled to receive the rent; references to the 'Tenant' also include any persons deriving title under the Tenant.
- 10.6 All references to the singular shall include the plural accordance with the Law and vice versa and the obligations/liabilities of more than one person shall be "joint and several" (which means that, for example, they will each be liable for all sums due under this Agreement and not just for a proportionate part of it).
- 10.7 This Agreement is governed by and should be read in accordance with the Law of England and Wales.

11 GUARANTOR WARRANTY

- 11.1 The Guarantor, if there is one, guarantees that the Tenant will meet his obligations under this Agreement. During the tenancy, the Tenant(s) named on Page 1 of this agreement will pay the rent and meet the conditions of this Agreement. If the Tenant does not meet their responsibilities under this Agreement, the Guarantor will pay the losses lawfully due to the Landlord on demand. The Guarantor will also pay the Landlord's reasonable legal costs in taking anyone who is involved in this Agreement to court to get a court order for regaining possession of the Property, or compensation for losses the Landlord has suffered under this Agreement. The Guarantee will stay in force for as long as the Tenant continues to live in the Property and until the tenancy has ended. 'Ended' here means either all the keys to the Property are returned, or County Court bailiffs

repossess the Property. If the Landlord gives the Tenant any extra time to pay any money that is due, it will not affect the liability of the Guarantor in any way.

- 11.2 The Guarantor should be given a draft copy of the proposed Agreement and to avoid fraud, the Guarantor must provide positive proof of his identity. A copy of a driving licence with a photograph or a copy of his passport are acceptable.

Signed and executed as a Deed by the parties:

Dated

Landlord(s)' Signature(s)

Dated

Tenant(s)' Signature(s)

Dated

Guarantor(s)' Signature(s)

In the presence of:

Dated

Witness signature

Dated

Witness signature

Dated

Witness signature

Full name

Full name

Full name

Address

Address

Address

PRESCRIBED INFORMATION RELATING TO TENANCY DEPOSITS*

The Deposit Protection Service

NOTE: The Landlord must supply the Tenant with the Prescribed Information regarding any tenancy deposit required to be dealt with under the custodial tenancy deposit scheme.

To: <t_name>

1. The name, address and contact details of the Scheme Administrator of the Tenancy Deposit Scheme that is safeguarding your tenancy deposit is:

The Deposit Protection Service (The DPS)

The Pavilions

Bridgwater Road

Bristol

BS99 6AA

Tel No. 0844 4727 000

Online: Enquiry forms are available through the Virtual Customer Service Agent or the Frequently Asked Questions at

www.depositprotection.com

2. Information contained in a leaflet supplied by the Scheme Administrator to the Landlord explaining the operation of the provisions contained in the statutory scheme.

See attached Terms and Conditions.

3. Information on the procedures applying for the release of the deposit at the end of the tenancy.

See attached Terms and Conditions.

4. Procedures that apply under the Scheme where either the Landlord or the Tenant is not contactable at the end of the tenancy.

See attached Terms and Conditions.

5. Procedures that apply under the Scheme where the Landlord and the Tenant dispute the amount to be repaid to you in respect of the deposit.

See attached Terms and Conditions.

6. The facilities available under the scheme for enabling a dispute relating to the deposit to be resolved without recourse to litigation.

There is an alternative Dispute Resolution Scheme enabling an independent adjudicator to decide on any dispute.

See attached Terms and Conditions.

*In accordance with The Housing (Tenancy Deposits)(Prescribed Information) Order 2007.

7. Tenancy specific information

- (a) Amount of deposit paid.

(insert amount of deposit paid: in the case of a joint tenancy it should be the total amount paid)

£

- (b) Address of property to which the tenancy relates.

(c) Name, address and details of Landlord(s)

Name: <l_name>

Address including postcode:

Chapplins Estate Agents, 66 Station Road, Liss GU33 7AA

Telephone Number: 01730 774200

Email address (if any): lets@chapplins.co.uk

Fax Number (if any):

(d) Name, address and contact details of the Tenant(s) (in the case of joint tenants insert this information for all tenants).

(1) Name:

(2) Address including postcode:

Telephone number(s)

Email address(es)

Fax number(s)

Contact address to be used by The Landlord at the end of the tenancy:

(3) Name:

(4) Address including postcode:

Telephone number(s)

Email address(es)

Fax number(s)

Contact address to be used by The Landlord at the end of the tenancy:

(5) Name:

(6) Address including postcode:

Telephone number(s)

Email address(es)

Fax number(s)

Contact address to be used by The Landlord at the end of the tenancy:

(7) Name:

(8) Address including postcode:

Telephone number(s)

Email address(es)

Fax number(s)

Contact address to be used by The Landlord at the end of the tenancy:

Note: please see Note 3 below regarding the tenant's or lead tenant's responsibility to register their contact address with The DPS and to ensure that address is updated at the end of the tenancy.

(e) Name of Third Party making payment:

(f) Address including postcode:

Telephone number(s):

Email address(es):

Fax Number(s):

Note: If there are additional third parties, please attach a continuation sheet with the same information for the further third parties.

(g) Circumstances when all or any part of the deposit may be retained by the Landlord.

Refer to Clause(s) [2.3.1 to 2.3.4] of Tenancy Agreement.

I/We (being the Landlord) certify that –

- (i) The information provided is accurate to the best of my/our knowledge and belief
- (ii) I/We have given the Tenant(s) the opportunity to sign this document by way of confirmation that the information is accurate to the best of the Tenant(s) knowledge and belief

Landlord(s): Signature(s)

.....

Dated:

Tenant(s): Signature(s)

.....

.....

.....

Dated:

NOTES

- (1) A copy of the Deposit Protection Service Terms and Conditions must be attached to this document. It is available to download from <http://www.depositprotection.com/Documents/terms-and-conditions.pdf>
- (2) The tenant(s) and relevant persons (if any) agree that the lead tenant has been nominated by all the joint tenants and any relevant persons and that the responsibilities of the lead tenant are fully understood by all tenants. The responsibilities are detailed in Section 8 of the attached Terms and Conditions.
- (3) It is the tenant's or lead tenant's (where relevant) responsibility to register their contact address with The DPS and to ensure that address is updated at the end of the tenancy.
- (4) The document is provided by the DPS by way of information only. The DPS accepts no liability for its contents. It is the Landlord(s)

responsibility to ensure it is completed accurately, served on the Tenant(s) within 30 days of receipt of the deposit and to give the Tenant(s) an opportunity to check and sign this document.

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