

## TENANT APPLICATION FORM

A separate form must be completed by each adult. Completion of this form does not bind the Landlord to grant a tenancy. The granting of a tenancy will be subject to satisfactory references and at the Landlord's discretion. **No abortive costs may be claimed in the event of a tenancy not proceeding for any reason.**

**Your joint salary/income must be at least 2½ times the annual rent.**

The Applicant by signing this Form gives consent for Lacey's Yeovil Ltd to run a credit check, contact your employer to establish your employment situation, and if relevant contact your Landlord.

**Applicants must also provide proof of identification in accordance with the Immigration Act 2014. A full list of acceptable documents can be seen overleaf.**

The tenancy will be an Assured Shorthold Tenancy. This form of tenancy guarantees you a minimum rental period of 6 months. After this period (if no notice is given by either the tenant or the landlord to vacate the property), the tenancy will continue as a periodic tenancy on a month to month basis. **In any event, notice must be given in writing** by either the tenant (1 months' notice) or the landlord (2 months' notice) to terminate the tenancy, although termination of the contract cannot occur within the first six months unless agreed by both parties.

The rent specified for the property is exclusive of all other bills and is **paid in advance**. All Tenants must have contents insurance for their own possessions for the duration of the tenancy.

**A deposit equivalent to 5 weeks' rent** will be required at the start of the tenancy. The deposit will be forwarded to the Deposit Protection Service (Computershare Investor Services Plc), within a period of 28 days from the start of the agreement. At the termination of the tenancy, if both Lacey's Yeovil Ltd and the tenants agree on the repayment of the deposit, both parties will need to contact the Deposit Protection Service confirming the repayment arrangements. Any dispute will be referred to an independent Alternative Dispute Resolution service run by the Chartered Institute of Arbitrators. Further details are available either upon request or can be found in the tenants' information pack. Detailed information is also contained within the agreements.

The tenant will need to sign an Inventory/Schedule of Condition which details the furnishings, fittings, equipment and condition of the property. This Inventory/Schedule of Condition is to be signed and returned to Lacey's Yeovil Ltd. within 7 days of the commencement of the tenancy. **If this is not returned or amended, then it will be assumed that it reflects an accurate description.**

**If the tenant wishes to redecorate, the landlord's permission will be required.**

At the commencement of the tenancy, we will require the first months' rent, and the deposit. **This can only be paid with Cash, or by bank transfer AT LEAST 48 hours in advance.** Unfortunately we have no facilities to accept Credit or Debit Cards. Personal cheques are not acceptable for the initial payment of rent and deposit.

## **LIST A – BRITISH, EEA, SWISS NATIONALS OR THOSE WITH AN INDEFINITE RIGHT TO BE IN THE UK**

### **GROUP 1 – ANY 1 OF THESE DOCUMENTS**

- Passport UK (current or expired)
- Passport or National Identity card EEA or Swiss National (current or expired)
- A registration Certificate or document (current or expired) EU, EEA, Swiss National
- A permanent residence card (current or expired) non-EEA family member to EEA or Swiss National
- A biometric immigration document issued by the Home Office (current)
- A passport or other travel document (current or expired) endorsed to show holder is exempt from immigration control
- A current immigration status document containing a photo, issued by the Home Office
- A certificate of registration or naturalisation as a British Citizen

### **GROUP 2 – ANY 2 OF THESE DOCUMENTS**

- A full birth or adoption certificate issued in the UK, Channel Islands, Isle of Man or Ireland
- A current full or provisional UK driving licence
- Benefits paperwork issued within the last 3 months by HMRC, Local Authority or a Job Centre Plus or on behalf of the Department for Work & Pensions
- A letter issued within the last 3 months confirming the holder's name, issued by UK Government Department or local authority and signed by a named official.
- A letter from a UK police force issued within the last 3 months confirming the holder's personal documents have been stolen
- Evidence of the holder's previous or current service in any of HM's UK armed forces
- Letter from a UK further or higher education institution
- A current UK Firearm or Shotgun certificate
- Disclosure and Barring Service certificate issued within the last 3 months

## **LIST B – TIME LIMITED RIGHT TO RENT**

### **ANY 1 OF THESE DOCUMENTS**

- A valid passport or other travel document endorsed to show that the holder is allowed to stay in the UK for a time-limited period
- A current biometric immigration document issued by the Home Office stating the holder can reside in the UK for a time limited period
- A current residence card (including an accession residence card or a derivative residence card) issued by the Home Office Non-EEA national who is a family member of an EEA or Swiss National
- A current immigration status document issued by the Home Office with a valid endorsement stating the holder can reside in the UK for a time limited period
- An Email with "Yes" response from the Landlord's Checking Service - In the case that the person has an ongoing application with the Home Office, their documents are with the Home Office or they claim to have a discretionary right to rent



14 Hendford, Yeovil  
Somerset, BA20 1TE  
Tel: 01935 425 115

MISSING INFORMATION WILL RESULT IN DELAYS!

TENANCY APPLICATION

1. CHECK TYPE

This section should be completed by the LETTING AGENT in BLOCK CAPITALS

CREDIT SEARCH <input type="radio"/>		FULL REFERENCE <input type="radio"/>	
EXECUTIVE 6 (6 mths) <input type="radio"/>		EXECUTIVE 6+ (Nil Excess -6 mths) <input type="radio"/>	
EXECUTIVE 12 (12 mths) <input type="radio"/>		EXECUTIVE 12+ (Nil Excess -12 mths) <input type="radio"/>	

2. PROSPECTIVE LANDLORD & PROPERTY DETAILS

This section should be completed by the LETTING AGENT in BLOCK CAPITALS

POSTCODE	HOUSE NUMBER	FLAT NUMBER	HOUSE NAME
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
STREET		DISTRICT	
<input type="text"/>		<input type="text"/>	
TOWN		COUNTY	
<input type="text"/>		<input type="text"/>	
PROPERTY TYPE <input type="text"/>	WAS IT PURPOSE-BUILT: YES <input type="radio"/> NO <input type="radio"/>		No. OF BEDROOMS <input type="text"/>
PROSPECTIVE LANDLORDS DETAILS			
NAME	<input type="text"/>		
ADDRESS	<input type="text"/>		POSTCODE <input type="text"/>
TELEPHONE <input type="text"/>	EMAIL	<input type="text"/>	

3. RENTAL DETAILS

This section should be completed by the LETTING AGENT in BLOCK CAPITALS

NUMBER OF TENANTS	RENT PER MONTH	START DATE	RENTAL TERM
<input type="text"/>	£ <input type="text"/>	<input type="text"/>	<input type="text"/>

4. TENANT DETAILS

This section should be completed by the LETTING AGENT in BLOCK CAPITALS

PLEASE STATE NAMES OF ANY TENANTS MOVING IN TO THIS PROPERTY AND THEIR SHARE OF THE RENT:

5. PERSONAL DETAILS

This section should be completed by the TENANT in BLOCK CAPITALS

Mr/Mrs/Miss/Ms	<input type="text"/>		
Surname	<input type="text"/>		
First Name	<input type="text"/>	Middle Name	<input type="text"/>
Date of Birth	<input type="text"/>	Nationality	<input type="text"/>
Sex	Male <input type="radio"/> Female <input type="radio"/>	Maiden/ Other name	<input type="text"/>
Marital Status	<input type="text"/>		
Daytime tel	<input type="text"/>	Evening tel	<input type="text"/>
Mobile tel	<input type="text"/>		
Email	<input type="text"/>		

6. CURRENT ADDRESS

This section should be completed by the TENANT in BLOCK CAPITALS

PLEASE PROVIDE THREE YEARS WORTH OF RESIDENCY DETAILS (USE A SEPARATE SHEET IF NECESSARY)

Postcode	House Number	Flat Number	House Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street	District		
<input type="text"/>	<input type="text"/>		
Town	County		
<input type="text"/>	<input type="text"/>		
Status: Owner <input type="radio"/>	Rented <input type="radio"/>	With Parents <input type="radio"/>	Council Tenant <input type="radio"/> Other <input type="text"/>
Is this a foreign address?	Yes <input type="radio"/> No <input type="radio"/>	Length of time at address	<input type="text"/>

7. PREVIOUS ADDRESS

This section should be completed by the TENANT in BLOCK CAPITALS

Postcode	House Number	Flat Number	House Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street	District		
<input type="text"/>	<input type="text"/>		
Town	County		
<input type="text"/>	<input type="text"/>		
Status: Owner <input type="radio"/>	Rented <input type="radio"/>	With Parents <input type="radio"/>	Council Tenant <input type="radio"/> Other <input type="text"/>
Is this a foreign address?	Yes <input type="radio"/> No <input type="radio"/>	Length of time at address	<input type="text"/>

8. FINANCIAL DETAILS

This section should be completed by the TENANT in BLOCK CAPITALS

<p>Employment Status <input style="width: 150px; height: 20px;" type="text"/>  <small>(Employed, Self Employed, Retired, Unemployed, Student)</small></p> <p>Job Title <input style="width: 200px; height: 20px;" type="text"/></p> <p>Start Date <input style="width: 200px; height: 20px;" type="text"/></p> <p>Is Your Job Likely To Change In The Near Future?    Yes <input type="radio"/>    No <input type="radio"/></p> <p>What Is The Nature Of Your Employment?    Permanent <input type="radio"/>    Temporary <input type="radio"/>    Agency <input type="radio"/></p> <p>Average Commission/Bonus  <input style="width: 100px; height: 20px;" type="text"/> £    PER ANNUM</p> <p>Do You Have Any Further Sources Of Income?    Yes <input type="radio"/>    No <input type="radio"/></p> <p>If so, how much? <input style="width: 100px; height: 20px;" type="text"/> £    PER ANNUM</p> <p>and where from? <input style="width: 300px; height: 20px;" type="text"/></p>	<p>Annual Income £ <input style="width: 150px; height: 20px;" type="text"/>  <small>P.A <input type="radio"/>    P.HR <input type="radio"/></small></p> <p>Payroll/Pension Reference Number  <input style="width: 250px; height: 20px;" type="text"/></p> <p>Average Overtime  <input style="width: 100px; height: 20px;" type="text"/> £    PER ANNUM</p>
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9. EMPLOYER DETAILS

This section should be completed by the TENANT in BLOCK CAPITALS

Company/Accountants or Pension Providers Name <input style="width: 800px; height: 20px;" type="text"/>			
Postcode <input style="width: 100px; height: 20px;" type="text"/>	House Number <input style="width: 100px; height: 20px;" type="text"/>	Flat Number <input style="width: 100px; height: 20px;" type="text"/>	House Name <input style="width: 200px; height: 20px;" type="text"/>
Street <input style="width: 350px; height: 20px;" type="text"/>	District <input style="width: 750px; height: 20px;" type="text"/>		
Town <input style="width: 350px; height: 20px;" type="text"/>	County <input style="width: 750px; height: 20px;" type="text"/>		
Contact Name <input style="width: 350px; height: 20px;" type="text"/>	Contact Job Title <input style="width: 750px; height: 20px;" type="text"/>		
Phone (Daytime) <input style="width: 350px; height: 20px;" type="text"/>	Phone (Mobile) <input style="width: 750px; height: 20px;" type="text"/>		
Email <input style="width: 350px; height: 20px;" type="text"/>	Fax Number <input style="width: 750px; height: 20px;" type="text"/>		
Additional Information <input style="width: 800px; height: 50px;" type="text"/>			

10. CURRENT OR PREVIOUS LANDLORD DETAILS

This section should be completed by the TENANT in BLOCK CAPITALS

Do you pay your rent through a letting or managing agent?    No     Yes

Landlord/Letting agents name  
This is who you pay your rent to

Contact name

Postcode    House number    Flat number    House name  
           

Street    District  
   

Town    County  
   

Phone (daytime)    Phone (mobile)  
   

Email    Fax number  
   

11. BANK/BUILDING SOCIETY DETAILS(current accounts only)

This section should be completed by the TENANT in BLOCK CAPITALS

Sortcode

Account in the name of    Account Number    How long with this branch?  
       

Do you have a cheque guarantee card?    Yes     No     Not known

12. ADDITIONAL INFORMATION

This section should be completed by the TENANT in BLOCK CAPITALS

13. PERSONAL DETAILS CONTINUED.

This section should be completed by the TENANT in BLOCK CAPITALS

Have you ever been issued with a County Court Judgement? Yes  No

Are you aware of any adverse credit history? Yes  No

If you have answered Yes to either of these questions please give details below.

Are you a smoker? Yes  No

Do you have children? How Many?  Ages?

Do you have any pets? (Please specify)

How do you propose to pay the rent? Benefit  Salary  Savings  Other

NEXT OF KIN (or person to be contacted in an emergency)

THIS MUST NOT BE A SPOUSE

Title  First Name  Surname

Postcode  House Number  Flat Number  House Name

Street  Town

Phone (daytime)  Phone (mobile)

Relationship to Tenant (parent/guardian/etc)

14. CONSENT

This section should be completed by the TENANT in BLOCK CAPITALS

**A POST TENANCY ADDRESS IS REQUIRED FOR ALL APPLICANTS. PLEASE BE ADVISED THAT YOUR NEXT OF KIN ADDRESS WILL BE USED UNLESS OTHERWISE STATED.**

You should signify your consent for the check by marking the boxes next to the text and signing the box below

The information, which I have given in my Application Form, is true to the best of my knowledge. I consent to this information being verified by fair and lawful means, which I understand will involve contacting referees and licensed credit reference agencies. I understand the resulting verified information would be forwarded to the letting agency and / or to the landlord. The results may also be accessed again if I apply for a tenancy in the future.

I hereby expressly consent to my personal details, including all recorded details in this application form, and any forwarding address(es) at the determination of any tenancy being passed to the landlord and / or to the utility companies and / or to the local authority.

Otherwise all information will be treated as confidential.

I hereby expressly consent to my personal details, including all recorded details in this application form, and any forwarding address(es) at the determination of any tenancy being passed to the landlord and / or to the utility companies and / or to the local authority.

I agree that information supplied by me will be held in accordance with the Company's notification under the Data Protection Act 1998. That you may record sensitive data as defined in the Data Protection Act 1998 and I understand that I have the right to ask for a copy of the information held about me subject to the payment of an administration fee that will be notified to me upon application, though it will not exceed the amount set by statute. I have the right to request that the information on me be amended if it is found to be incorrect. I also consent to passing the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application.

Applicant's Signature

Print Name

Date: (DD/MM/YYYY)



# SAMPLE 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	Fax	Email
Tel	Fax	Email
Tel	Fax	Email

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

Tel	Fax	Email
Tel	Fax	Email
Tel	Fax	Email
Tel	Fax	Email
Tel	Fax	Email

Post Tenancy  
Contact Address:

Contact Tel Number:

Signature \_\_\_\_\_

Contact Fax Number:

Contact 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, the Landlord, contractors, 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.

The Relevant Person is:  
Contact Address:  
Contact Tel Number:  
Contact Fax Number:  
Contact Email Address:

1.1.4 The Guarantor

Tel	Fax	Email
Tel	Fax	Email
Tel	Fax	Email
Tel	Fax	Email
Tel	Fax	Email

*Where the party consists of more than one entity or 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 , 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

Signature \_\_\_\_\_

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 2.6 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

## 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 **3% per annum above the Bank of England base rate** calculated 14 days 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 Landlord's 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 Rent Increase
- 1.7.8.1 If for any reason the Tenant remains in possession of the Property, or the lawful tenant of the Property, for more than 12 months, then the Rent will increase once each year.
- 1.7.8.2 The first increase will be the first Rent Due Date more than 363 days after the commencement date.
- 1.7.8.3 Subsequent increases will be on the first Rent Due Date more than 363 days since the last rent increase.
- 1.7.8.4 In clauses 1.7.8.2 and 1.7.8.3 the Rent will increase 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 increase.
- 1.7.8.5 Not applying the rent increase at the first Rent Due Date more than 363 days after the commencement date or last rent increase date will not then prevent the Landlord applying an increase on any future Rent Due Date.
- 1.7.8.6 In clause 1.7.8.5 the Rent will increase by the amount of the increase in the Index of Retail Prices (All Items) from two months before the start of the tenancy or the last increase, whichever is later, to the month two months prior to the month of the increase.
- 1.7.8.7 The reviewed Rent in clauses 1.7.8.2, 1.7.8.3 or 1.7.8.6 will not be reduced below the figure payable immediately before that review.

## 1.8 Deposit

- 1.8.1 The Deposit of £ will be paid by the Tenant.
- 1.8.2 The Deposit will be paid to the Landlord's Agent.
- 1.8.3 Neither the Landlord nor the Landlord's Agent will pay interest on the Deposit.
- 1.8.4 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.
- 1.8.5 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:
- 1.8.5.1 the tenancy has ended and possession of the Property has been returned to the Landlord and
- 1.8.5.2 all keys have been returned to the Landlord and

Signature \_\_\_\_\_

- 1.8.5.3 both parties have confirmed their acceptance of any Deposit deductions and
- 1.8.5.4 confirmation has been received from the Local Authority that no claw back of Housing Benefit is due.
- 1.8.6 The Deposit is not transferable by the Tenant in any way.
- 1.8.7 The Deposit will be protected by The Deposit Protection Service (The DPS) in accordance with the Terms and Conditions of The DPS. The Terms and Conditions and ADR Rules governing the protection of the Deposit, including the repayment process, can be found at [www.depositprotection.com](http://www.depositprotection.com).
- 1.8.8 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.
- 1.8.9 The Landlord's Agent will keep the interest for any amount of the Deposit not refunded to the Tenant
- 1.8.10 The Deposit will be refunded to any one of the parties forming the Tenant and this will be considered a full refund. It will then be up to the parties forming the Tenant to decide how it will be divided amongst themselves.

## 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.

## 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 in clause 1.1.1 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:

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

Signature \_\_\_\_\_

- 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 Distance Selling Regulations

- 2.5.1 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.

## 2.6 Break Clause

- 2.6.1 This agreement creates a tenancy that starts with a fixed term and then becomes periodic. This would normally guarantee both parties the rights and obligations for the fixed term and a minimum of one period. The following two clauses allow either party to terminate the agreement earlier than that date, but not before the end of the fixed term (the date quoted in 1.6.1 as "to and including (date)").
- 2.6.2 The Landlord may bring the tenancy to an end at, or at any time after, the expiry of the fixed term by giving to the Tenant at least two months' written notice stating that the Landlord requires possession of the Property. A notice under section 21 of the Housing Act 1988 will suffice to implement this sub-clause.
- 2.6.3 The Tenant may bring the tenancy to an end at, or at any time after, the expiry of the fixed term by giving to the Landlord at least one month's written notice stating that the Tenant wishes to vacate the Property. A letter will suffice to implement this sub-clause.

## 2.6 Ending the Tenancy

- 2.6.1 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 least one month's prior Notice in writing.
- 2.6.2 While the tenancy is periodic the one month's written Notice must expire the day before a Rent Due Date.

## 2.7 Ending the Tenancy

- 2.7.1 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 least one month's prior Notice in writing.
- 2.7.2 While the tenancy is periodic the one month's written Notice must expire the day before a Rent Due Date.

## 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, or
- 3.1.2 the Tenant is in breach of any of the obligations under this agreement, or
- 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), or
- 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

Signature \_\_\_\_\_

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 a fair proportion of all charges, based on the length of the tenancy, 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. This includes refunding the Landlord any charge levied against the Landlord in respect of the Property.
- 4.1.5 Notify the relevant authorities and arrange and pay final accounts at the end of the tenancy.
- 4.1.6 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.
- 4.1.7 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.
- 4.1.8 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.
- 4.1.9 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.
- 4.1.10 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 clause 4.4.3.
- 4.1.11 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.
- 4.1.12 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 costs of the contractor's 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.

#### **4.3 The Property**

- 4.3.1 Promptly notify the Landlord's Agent in writing when the Tenant becomes aware of:

Signature \_\_\_\_\_

- 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, and forward copies of them without unreasonable delay.
- 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 responsible and conscientious 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, but not limited to, 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 in the Property for a period of more than three weeks within any three month period.
- 4.3.10 Permit the Landlord and or the Landlord's Agent 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, or
  - 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, or
  - 4.3.10.3 to show prospective tenants the Property, during the last month 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 Property, 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 statutorily approved contractor, 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 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 these obligations.
- 4.3.23 Not keep any vehicle that is not validly licensed for use on the highway, any commercial vehicle, boat, caravan, trailer, hut or shed on the Property.

Signature \_\_\_\_\_

- 4.3.24 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.
- 4.3.25 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.
- 4.3.26 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.
- 4.3.27 Not allow children to live in the Property, without the Landlord's consent, which will not be unreasonably withheld.
- 4.3.28 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.
- 4.3.29 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.

#### 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, subject only to the design and construction limitations of the building.
- 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 listed 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 or the Landlord's Agent 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, smoke alarms and carbon monoxide detectors; including checking all detectors every week and replacing non rechargeable batteries every year.
- 4.4.17 The Tenant agrees not to smoke within any buildings on the Property and not to permit their friends, permitted occupiers or visitors to smoke within any buildings on the Property.

Signature \_\_\_\_\_



## 4.5 Insurance

- 4.5.1 Be responsible for effecting any insurance the Tenant requires for their own possessions.
- 4.5.2 The Landlord is not providing any insurance cover for the Tenant's possessions.

## 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 Landlord is not liable to compensate the Tenant for any works the Tenant has carried out to the Property, whether carried out with or without the Landlord's consent, unless the consent to do the works specifically included an agreement to compensate the Tenant.

## 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 or liabilities for damage. This obligation will not override the responsibility of the Tenant to pay for damage they cause to the Property, as claiming on insurance will increase the Landlord's premiums.
- 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 Pay the Tenant's reasonable costs, reasonably incurred and which cannot be mitigated, if the Landlord or the Landlord's Agent fail to keep the appointment to check the inventory at the end of the tenancy and another has to be scheduled.

Signature \_\_\_\_\_

5.9 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 Deposit Protection Service  
Address: The Pavilions  
Bridgwater Road  
BRISTOL  
BS99 6AA  
Telephone number: 0844 4727 000  
Email Address: enquiries@depositprotection.com  
Fax Number: 0870 703 6206

- 6.2 Please see the attached leaflet from the scheme for further information. The information can also be found at [http://www.depositprotection.com/Documents/scheme\\_rules.pdf](http://www.depositprotection.com/Documents/scheme_rules.pdf).
- 6.3 The Deposit will only be repaid at the end of the tenancy when the conditions in clause 1.8.5 have been completed and the Landlord and Tenant have agreed, or a dispute has been adjudicated by the alternative dispute resolution 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 may use the "Statutory Declaration" procedure listed for single claims (i.e. claims by only one party) in Schedule 10 of the Housing Act 2004 as amended.
- 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 Deposit Protection Service for the free alternative dispute resolution service or seek a county court order for a judgement on their claim.
- 6.6 The Deposit Protection Service offer free dispute resolution for Deposits held by them. The service is provided by the Chartered Institute of Arbitrators (though applications should be made to The Deposit Protection Service).
- 6.7 The Deposit value is as per clause 1.8.1.
- 6.8 The address of the property is as per clause 1.5.
- 6.9 The contact details of the Landlord are as per clause 1.1.1.
- 6.10 The contact details of the Tenant are as per clause 1.1.2.
- 6.11 Information about any Relevant Person is in clause 1.1.3.
- 6.12 The reasons for possible deductions from the Deposit are listed in clause 1.8.4.
- 6.13 The Lead Tenant for this tenancy will be . The parties forming the Tenant declare that the Lead Tenant should represent all of them in any decisions regarding the Deposit and that the decision of the Lead Tenant will be binding on all the parties forming the Tenant in this tenancy agreement, subject to the terms of the appropriate tenancy deposit scheme.

## 7 Housing Benefit

- 7.1 The Tenant authorises the Local Authority 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 so requires and the Housing Benefit rules allow it, 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

Signature \_\_\_\_\_

- 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.

Signature \_\_\_\_\_

The Landlord or the Landlord's Agent sign this agreement to confirm acceptance of the terms within it and in accordance with Statutory Instrument 2007 No. 797 Regulation 2(1)(g)(vii), the Landlord certifies 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 the Tenant's knowledge and belief.

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

**The Tenant is advised to ensure they have read and understood this agreement before signing it.**

The Tenant signs this agreement to confirm acceptance of the terms within it and 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 the Tenant's knowledge and belief.

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

Signature of Witness ..... Occupation .....

Name of Witness .....

Address of Witness .....

Signature of Guarantor .....

Signature of Witness ..... Occupation .....

Name of Witness .....

Address of Witness .....

Signature of relevant person .....