

# ASSURED SHORTHOLD TENANCY AGREEMENT

Housing Act 1988 (as amended by the Housing Act 1996)



TENANCY AGREEMENT AND ACCOMPANYING DOCUMENTS FOR THE PROPERTY KNOWN AS:

**[PROPERTY ADDRESS]**

*Between*

**[LANDLORD NAME]**

**[LANDLORD ADDRESS]**

*The landlord*

*And*

**[TENANT NAMES]**

*The tenants*

## CHECKLIST OF DOCUMENTS

- ✓ This tenancy agreement
- ✓ Guarantee agreement
- ✓ Deposit prescribed information
- ✓ A Home in the Private Rented Sector: a Guide for Tenants in Wales
- ✓ Energy Performance Certificate
- ✓ Gas Safety Record
- ✓ Electrical Inspection and Test Report
- ✓ Information leaflet for the control of legionella in hot and cold water systems for occupiers of residential property

# ASSURED SHORTHOLD TENANCY AGREEMENT

## DETAILS OF TENANCY

DATE OF AGREEMENT

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### *Landlord Details*

LANDLORD NAME(S)

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NOTICE FOR THE PURPOSES OF SECTION 48  
LANDLORD AND TENANT ACT 1987 -  
LANDLORDS ADDRESS FOR SERVICE IN  
ENGLAND OR WALES

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### *Tenant Names*


### *Tenancy Address*

ADDRESS

[PROPERTY ADDRESS]

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### *Fixed Term*

For the term of twelve months, commencing on **1<sup>st</sup> July 202X**,  
with a fixed end date of **30<sup>th</sup> June 202X**

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### *Rent*

RENT AMOUNT

£XXXX.XX monthly

£XXXX.XX 'summer retainer' paid monthly for July & August 202X\*  
(See Special Conditions Clause **Error! Reference source not found.**)

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PAYMENT

In advance by equal payments monthly on the 1<sup>st</sup> of each month,  
payable by bank transfer

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DEPOSIT

£

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## THE LANDLORD AND TENANT AGREE:

### ASSURED SHORTHOLD TENANCY

1. This is an assured shorthold tenancy under section 19A of the Housing Act 1988.

### TENANCY SUBJECT TO INITIAL REQUIREMENTS

2. Whether or not this agreement has been signed and dated, if any monies due on or before the commencement date should be unpaid (including but not limited to the first rent and tenancy deposit), the tenant shall not be entitled to take occupation and that if within 5 working days of the scheduled commencement date any monies shall remain unpaid then, the landlord may by immediate written notice rescind this agreement without liability. Otherwise, the landlord lets and the tenant takes the property on the terms of this agreement.

### CONTINUES AS A CONTRACTUAL PERIODIC TENANCY

3. This tenancy shall instead of coming to an end upon expiry of the fixed term, continue (as from that date) as a contractual periodic tenancy on the same terms so far as applicable unless and until terminated in accordance with this tenancy, statute or some other action by landlord or tenant. The periods of the continuation are the same as the rental periods and the periods will start and end the same as the rental dates.

### POSSESSION BY LANDLORD

4. The landlord may bring the tenancy to an end (including during the fixed term) by giving the tenant Notice Seeking Possession of a property let on an assured [shorthold] tenancy based on any grounds in Part 1 of Schedule 2 to the Housing Act 1988 (as amended) or on any grounds in Part 2 to Schedule 2 of the Housing Act 1988 (as amended). These grounds can be seen at <https://www.legislation.gov.uk/>.
5. The landlord may also bring the tenancy to an end by giving to the tenant a Notice Requiring Possession under Section 21 of the Housing Act 1988 (as amended).
6. The tenant shall comply with any notice served upon them by the landlord (or agent).
7. If the tenant is at least 14 days late in paying the rent or any part of it, whether or not the rent has been formally demanded, or has broken any terms of this agreement then, subject to any statutory provisions, the landlord may forfeit (i.e. bring to an end) the tenancy and recover possession of the property. Any other rights or remedies the landlord may have will remain in force. (Note: This clause does not affect any rights of the tenant under the Protection from Eviction Act 1977. The landlord cannot enter the property or evict a tenant without a court having first made an order for possession). In addition, should this tenancy never have been or ceases to be an assured shorthold tenancy for whatever reason the landlord may bring this tenancy to an end by serving a notice to quit.

### LETTING OR MANAGING AGENT

8. Any reference to the landlord includes a reference to the landlord's agent as applicable.

### FURNITURE

9. The tenancy includes the use of the landlord's furniture and furnishings as set out in the inventory.

### SHARING ACCOMMODATION WITH OTHER OCCUPIERS

10. The tenancy includes the right to use, in common with others, any shared rights of access, stairways, communal parts, paths and drives. Any tenant obligations under this tenancy extend to communal areas.

### DEPOSIT

11. The tenancy deposit will be protected in the government approved scheme "Deposit Protection Service". Prescribed information in relation to the deposit is attached to this tenancy agreement.
12. The deposit shall be paid by the tenant in full, on or before the commencement of this tenancy. This clause

- does not agree that all or part of the deposit has been paid nor does it constitute a receipt for any payment.
13. The tenant(s) pays the deposit as security for performance of the tenant's obligations and it may be used to pay to compensate the landlord or agent for any reasonable costs or losses as outlined in this tenancy agreement or otherwise owed to the landlord or agent. Also, the deposit may be used (but not limited to) for any breach or failure to comply with any obligations, damage done during the tenancy, cleaning, outstanding rent, removal and/or storage of items, costs or losses in relation to serving notices and possession proceedings through the court (whether or not due to the tenant's fault) or any costs or losses associated with recovering the deposit from the tenancy deposit scheme. For the avoidance of doubt, costs or losses include the landlords or agents time and may include potential or future rent.
  14. Before the deposit is repaid, the tenant must be able to demonstrate that bills for charges for water, gas, Council Tax, electricity, TV licence, telephone and internet services, for which the tenant is liable for the duration of the tenancy, have been paid.
  15. The tenant cannot use the deposit to pay the rent during the tenancy.
  16. At the end of the tenancy, the landlord may use the deposit to pay unpaid accounts or charges for TV licence, telephone, internet, Council Tax, water, electricity or gas or other fuels used by the tenant in the property, unless lawfully withheld by the tenant.
  17. Otherwise, at the end of the tenancy and after the return of all keys and security devices, the landlord or agent shall repay the deposit (without interest and subject to any reasonable deductions made under this tenancy agreement) within 10 days starting from when the amounts of all deductions (if any) are known to the landlord.

#### SERVICE OF NOTICES

18. The address for service of notices and documents on the landlord is as set out on page 2.
19. Notices are sufficiently served on the tenant if left at the tenancy address (or last known address) or sent by ordinary post in a pre-paid letter addressed to the tenant at the tenancy address (or last known address) or sent by recorded delivery addressed to the tenant to the tenancy address (or last known address).

#### GROUND 1 AND 2 NOTICE

20. The landlord hereby gives the tenant(s) notice that the dwelling-house was being occupied as the landlords only or principal home or might be required for occupation by the landlord, landlords spouse or civil partner and possession might be recovered on ground 1 in Schedule 2 of the Housing Act 1988. The landlord hereby gives the tenant(s) notice that the dwelling-house is subject to a mortgage granted before the beginning of the tenancy and possession of the dwelling-house might be recovered on ground 2 in Schedule 2 of the Housing Act 1988.

#### JOINT AND SEVERAL LIABILITY

21. Where the tenant consists of more than one person they will all have joint and several liability under this agreement (this means that they will each be liable for all sums due under the agreement, not just liable for a proportionate part).

#### REPAIRS

22. Section 11 Landlord and Tenant Act 1985 creates implied terms in respect of repairs to be carried out by the landlord in this tenancy agreement. This includes repairs to the structure and exterior of the dwelling-house (including drains, gutters and external pipes), installations 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 for space heating and heating water. For the full landlord repairing terms that are implied into this agreement, please see the appropriate legislation at <http://www.legislation.gov.uk>.
23. The tenant must notify the landlord or agent promptly in writing of any defect (whether or not caused by the act, default or neglect of the tenant). Such notice is required wherever the defect is located including (but not limited to) within the demise, dwelling, communal areas, shared areas, outside the demise, structure or exterior.
24. The tenant agrees that the landlord's liability to repair (if there is a liability to repair as outlined under this 'repairs' heading) does not arise until notice in writing has been received by the landlord. Further, no breach

of any repairing obligation arises if the landlord then carries out the necessary work or repair with reasonable expedition. Where some other person is liable for the repair (whether or not jointly with the landlord), no breach of any repairing obligation arises whilst the landlord uses all reasonable efforts to communicate the need for repair to the other person.

25. The tenant has 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 arrange a repair, to pay for any costs of repair or to replace the appliance, except those which the landlord is required by law to maintain.

## TENANT OBLIGATIONS

### RENT

26. The tenant shall pay the rent in advance whether formally demanded or not, on time, at the times and in the manner set out in this agreement and shall not make any unlawful deduction from the rent.
27. Any person paying the rent, or any part of it, for the property 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.

### PETS

28. The tenant shall not keep any pets or other animals in the property without the prior written permission of the landlord (not to be unreasonably withheld).

### UTILITY, SERVICES, RATES AND TAXES

29. The tenant is to pay any and all Council Tax or any tax replacing it, payable in respect of the property, which the tenant is obliged to pay under any enactment and to indemnify the landlord in respect of any Council Tax, which (during the tenancy) the landlord becomes obliged to pay under any enactment because the tenant ceases to live at the property or, ceases to be a full-time student.
30. The tenant is to pay directly to a supplier for all gas relating to the property that applies during the tenancy.
31. The tenant is to pay directly to a supplier for all electricity relating to the property that applies during the tenancy.
32. The tenant is to pay directly to a supplier for all water relating to the property that applies during the tenancy.
33. The tenant is to pay directly to a supplier for a Television Licence relating to the property that applies during the tenancy.
34. The tenant is to pay directly to a supplier for all telephone and/or internet access relating to the property that applies during the tenancy.
35. The tenant is to pay directly to a supplier for all other outgoings relating to the property that applies during the tenancy.
36. Where the tenant allows, either by default of payment or specific instruction, the utility or other services to be cut off, whether during or at the end of the tenancy, the tenant is to pay, or be liable to pay, the costs associated with reconnecting or resuming those services.
37. If the gas, electricity or water meter changes to a pre-payment meter during the tenancy, the tenant shall arrange for a non pre-payment meter to be returned to the property at the end of the tenancy and pay for all charges unless the landlord requested the meter change.
38. If a charge becomes payable by the landlord relating to a period during the tenancy due to some default of the tenant (for example but not limited to a failure of the tenant to pay a utility bill), the tenant will reimburse the landlord for any reasonable payment the landlord has made.

### OCCUPATION

39. The tenant shall not use the property or allow others to use the property in a way which is illegal, immoral, causes a nuisance, annoyance or damage to neighbouring, adjoining or adjacent property; or to the owners or occupiers of them. This includes any nuisance caused by noise.
40. The tenant shall not leave the property unoccupied for more than 14 days without providing the landlord with prior reasonable notice in writing.
41. The tenant shall not allow children to live at the property (except any listed under permitted occupiers)

without the prior written permission of the landlord (not to be unreasonably withheld).

42. Subject to the clause above (children living at the property), The tenant shall not allow any person to occupy the property (of whatever age) other than those named as tenants or permitted occupiers in this agreement. If as a result of a breach of this clause, the property becomes an HMO, requires an HMO licence or exceeds a number contained in a HMO licence and the landlord has imposed a notice requiring works or any penalty or fine as a result, the tenant shall compensate the landlord an amount representing the works, penalty, fine and any other amount the landlord reasonably incurs.
43. The tenant shall use the property in a tenant like manner.
44. The tenant shall use the property as a private dwelling only and the property is to remain the tenants only or principal home throughout the tenancy.
45. Subject to the next paragraph, the tenant shall not carry on any profession, trade or business at the property, nor allow anyone else to do so.
46. The tenant shall not carry on a "home business" at the property as defined by section 43ZA Landlord and Tenant Act 1954 (or as defined by regulations made under that section) without the prior written consent of the landlord.

#### LOOKING AFTER THE PROPERTY AND CLEANLINESS

47. The tenant shall not carry out any internal or external decorating without the landlord's prior written permission (not to be unreasonably withheld).
48. The tenant shall not damage or injure the property or make any alteration in or addition to it which shall include the fitting of shelves and wall brackets without the permission of the Landlord and that the walls should be kept free from posters, blue-tack, prit-pads, map pins, nails, adhesive tape or anything similar (the use of posters on the notice boards provided excepted).
49. The tenant shall keep the property clean and tidy and the Landlord reserves the right to do inspections of the property given reasonable notice. The Landlord reserves the right to bring in a team of cleaners to clean the property, at the tenant's expense, if this clause is broken. The Landlord will give reasonable opportunity for the tenant to clean and tidy the property after failing an inspection, before instructing cleaners at the property.
50. The tenant shall make good all damage and breakages to the property (including common areas) and its contents that may occur during the tenancy, that are the responsibility of the tenant (with the exception of fair wear and tear and accidental damage by fire).
51. The tenant shall not cause blockage to the drains and pipes, gutters and channels in or about the property.
52. The tenant shall replace all broken glass promptly with the same quality glass, where the tenant, the tenant's family or visitors cause the breakage.
53. The tenant shall take all reasonable precautions to prevent damage occurring to any pipes or other installations to the property that may be caused by frost, provided the pipes and other installations are kept adequately insulated by the landlord.
54. The tenant shall keep the garden, patio areas and forecourts 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, hedges and trees pruned but not alter the character or layout of the garden or grounds.
55. The tenant shall comply, within a reasonable time, with any notice from the landlord advising the tenant of the need to attend to any items of repair or maintenance for which the tenant is responsible.
56. The tenant shall not add or alter anything to the internal or external structure of the building.
57. 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), or, the tenant fails to allow entry to a contractor during some notified period of time, the tenant agrees to be responsible for the reasonable costs of the contractor's visit.
58. The tenant shall ensure that all rooms are properly ventilated, to prevent condensation and the growth of mould/mildew.
59. The tenant shall keep the oven clean and at the end leave it in the same state of cleanliness as it was at the beginning of the tenancy.
60. The tenant shall not place or exhibit any notice board or notice visible from outside the property advertising any profession, trade or business or any goods or services.
61. The tenant shall keep all floors free of liquids, grease and spillages in the interest of health and safety.
62. The tenant shall keep the general external appearance looking clean, tidy and respectable.

63. The tenant shall wash and clean all items that may have become soiled during the tenancy.
64. The tenant shall keep the windows clean.

#### NOTIFY LANDLORD

65. The tenant shall promptly notify the landlord in writing when the tenant becomes aware of 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.
66. The tenant shall inform the landlord promptly of any outbreak of fire or of any burglary or attempted burglary.

#### RUBBISH, WASTE AND VERMIN

67. The tenant shall dispose of all rubbish and waste in a proper manner and according to local authority requirements. This includes (but not limited to) ensuring all rubbish is properly placed in bin bags approved by the local authority and left neat and tidy whilst awaiting collection or, placed in appropriate wheelie bins as approved by the local authority.
68. The tenant must not put rubbish anywhere other than in the areas provided.
69. If the tenant produces more rubbish than what the local authority will collect or rubbish / waste which is too large for collection, the tenant must promptly make appropriate arrangements for the lawful removal and disposal of all waste or rubbish.
70. The tenant agrees to take all reasonable and practical steps to keep the property free from infestation by vermin. Should an infestation occur during the tenancy, the tenant will arrange and pay for pest control unless such infestation occurs as a failure of the landlord to fulfil their repairing obligation.

#### FIRE SAFETY & MAINTENANCE AND DANGEROUS OR FLAMMABLE GOODS

71. The tenant shall not allow any paraffin or gas cylinder / bottle heaters at the property, and shall not use any form of room heaters other than that already provided that being the gas central heating system
72. The tenant shall not keep any dangerous or flammable goods, materials or substances in or on the property apart from those required for general household use.
73. The tenant shall ensure all possessions belonging to the tenant are safe and not to bring any unsafe item into the property (whether electrical or otherwise).
74. The tenant shall not use or allow to be used any open chip pans or other potentially dangerous household items.
75. The tenant shall not burn any solid fuel at the property (e.g. logs or coal) (except for normal barbecue use outside) without the prior written consent of the landlord which shall not be unreasonably withheld.
76. The tenant shall not remove or damage any fire facilities, equipment or devices (nor allow any other person to).
77. The tenant shall ensure all fire facilities, equipment and devices provided in respect of the property are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair and the tenant shall co-operate with the landlord for this purpose. In addition, the tenant shall regularly check and maintain all smoke or fire alarms within the property.
78. The tenant shall ensure that all common areas (if any) are kept clean and free from obstruction. If the tenant causes (or allows) any obstruction to the common areas of the building then the landlord, acting reasonably, may remove an obstruction and charge the tenant the costs of removing the obstruction. The tenant shall not keep bicycles within the communal areas of the premises except that the tenant may keep such bicycles in the garden/patio areas of the premises at their own risk.
79. The tenant must 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.
80. The tenant shall not use candles except in cases of an emergency (for example power cut at night).
81. The tenant shall not use incense sticks (nor similar) inside the property.
82. The tenant shall not smoke or vape (use e-cigarettes) in the building nor allow anyone else to smoke or vape in the building.

#### INSURANCE

83. The tenant shall not do or permit to be done in or about the property any act or thing which may render void or invalidate the insurance of the property or the building against any insured risk or otherwise increase the ordinary premium for the insurance. Details of the landlord's insurance will be provided on written request.
84. The tenant will 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 the tenant's visitors or persons known to the tenant.
85. The landlord's insurance does not cover the tenant's possessions. The tenant is strongly advised to insure their own possessions with a reputable insurer.

#### RIGHT OF ENTRY

86. The tenant shall permit the landlord, and any superior landlord, agent, contractors, surveyors, valuers or those authorised by the landlord, upon giving at least 24 hours notice (except in an emergency) to enter the property at all reasonable times for the purpose of inspection, repair, survey or any other reasonable purpose.
87. On giving the tenant at least 24 hours notice, the tenant shall allow the landlord, or any person acting on behalf of the landlord, access to view the property, at reasonable times, accompanying a prospective tenant or purchaser of the property and the tenant shall ensure that the electricity and gas is kept on, the property is kept in a tidy and presentable condition and the property is kept warm during viewing periods.
88. Any breach of any part of the above clause will result in the tenant being liable to the landlord or agent for any costs or losses (including potential costs or losses) as a result of the breach. Those costs or losses include (but are not limited to) potential rent loss and, Council Tax which the landlord may not otherwise have been liable for (for example, during a vacant period which may have been avoidable).

#### LOCKS, KEYS AND SECURITY DEVICES

89. The tenant shall not change the locks or security devices without the prior written consent of the landlord.
90. Where a key or other security device is lost, the tenant is to pay the reasonable costs incurred by the landlord or agent (including the cost of a contractor) for providing replacement keys or security devices.
91. The tenant is not to exit the property without a set of keys (or other security device) except in an emergency such as a fire. Where the landlord or agent attends the property to gain entry after a request by the tenant or someone acting on the tenant's behalf, the tenant is to pay reasonable compensation to the landlord or agent for having to attend or, the costs of a contractor attending.
92. The tenant shall return the keys and security devices for the property to the landlord on the agreed termination date or the end of the tenancy (whichever is sooner). The tenant also agrees to pay for any reasonable costs incurred by the landlord in changing the locks or securing the property against re-entry where keys or security devices are not returned (including the cost of a contractor).
93. The landlord is entitled to retain a key or security device including if the tenant changes the locks or security devices in breach of this tenancy.

#### SUBLETTING AND ASSIGNMENT

94. The tenant shall not assign, sub-let or part with or share possession of the whole or any part of the property without the prior written consent of the landlord which may be subject to conditions.

#### COSTS FOR BREACHES OR FAILURE TO COMPLY WITH TENANT'S OBLIGATIONS UNDER THIS AGREEMENT

95. The tenant is responsible for any reasonable costs or losses (which may include potential future rent or the landlords or agents time) reasonably incurred required to compensate the landlord for any breach or failure to comply with any obligation on the tenant's part.
96. If the rent has not been paid in full within seven days from when it was due, the tenant is to pay a daily aggregate interest rate of 3% above the Bank of England base rate from after the end of the period of seven days from due and whilst any rent remains unpaid.
97. The tenant shall protect the landlord from loss arising from any claim as a consequence of any breach by the tenant of any covenant contained in this agreement.
98. Pay the full costs of any action taken for breach of contract or possession of the Property, including court fees and all other associated costs, limited to only those costs the court awards.
99. If a bond scheme (for example operated by a local authority or charity) has been arranged in connection with this tenancy, any costs or losses may be claimed from the bond scheme.



## TENANTS NOTICE TO TERMINATE

100. Except for any break clause, the tenant shall not serve a notice to quit or notice to surrender which expires during the fixed term.
101. At least one month before the end of the fixed term the tenant must notify the landlord in writing if the tenant intends to vacate on expiry of the fixed term, so that the landlord may have reasonable time to advertise the property.
102. On or after the fixed term at least one calendar month's written notice must be given by the tenant to the landlord which must expire at the end of a period of the tenancy (the day before the rent is due).

## END OF THE TENANCY

103. The tenant shall leave the property and all the landlords items in the same rooms, state of cleanliness and condition as it was at the start of the tenancy except for fair wear and tear regardless of how the tenancy ended (including a surrender).
104. The tenant shall remove all rubbish from the property, before returning the property to the landlord.
105. The tenant will be responsible for meeting all reasonable removal and/or storage charges when items are left in the property. The landlord may remove any items. Where the tenant has provided a post-tenancy address, the landlord will give the tenant notice at that address that items are to be collected and if the tenant has failed to collect the items within 14 days thereafter, the items will be disposed of and the tenant will be liable for all reasonable costs of disposal. Where the tenant has not provided a post tenancy address, items will be disposed of within 7 days of the end of the tenancy and the tenant will be liable for all reasonable costs of disposal. In either case, the costs may be deducted from any sale proceeds and/or deposit and if there are any costs remaining they will remain the tenant's liability.

## MANAGEMENT REGULATIONS

106. The tenant shall comply with any rules and regulations reasonably required by the landlord for the proper management or improvement of the property. The landlord will discuss any new rules and regulations with the tenant before they are introduced and will take reasonable account of the tenant's views.

## OTHER

### PERMITTED OCCUPIERS

107. The persons named below are permitted occupiers only and do not have any rights or obligations as per the tenant(s) listed on the front page and are only permitted to reside at the property with the permission of the tenant:

None

### SPECIAL CONDITIONS

108. A 50% discount of the rent for the summer months of July and August is offered only in the case that the tenant(s) do not take up residence of the property until the start of September immediately following the tenancy start date. If the tenants require residence during July and August then the full rent shall be payable and this must be agreed with the landlord in advance.
109. If this tenancy runs from the month of July, August or September to the following June, the tenancy and property will be classed as being on the student academic rota. Such is the early demand for property in the area, in the October immediately following the tenancy start date, the tenant will be asked if they intend to extend the tenancy beyond its initial fixed term. It is imperative that the tenant informs the landlord prior to the 31<sup>st</sup> October if they wish to extend.

## USING YOUR PERSONAL INFORMATION

Your landlord takes the security of your personal information seriously. Your information both in this agreement and as provided during the application process will be used during and after this tenancy for a number of purposes including:

- management of the tenancy and fulfilling this contract
- notifying local authorities or utility companies about the tenancy
- debt recovery or to rectify a breach of a term of this agreement
- where legally required to be shared

The landlord may share your information with their agent (including if the agent changes during the tenancy or if there is more than one agent). If your information is held by an agent on behalf of a landlord, the agent may share your information with the landlord before, during or after the tenancy.

### **During the tenancy**

The landlord or agent will use your information to manage the tenancy including for example to contact you about repairs, rent collection and general clerical/management duties and your information may be shared with third party service providers including software services for the purposes of management of the tenancy.

Your information will be used for fulfilling the contract for example by sharing with a contractor for the purpose of carrying out a repair or maintenance inspection. Your information will be shared with a tenancy deposit scheme.

Your information may be shared with a local authority or utility provider for the purpose of notifying about this tenancy. Your information may be shared with other landlords or agents for the purpose of providing a reference or conduct of the tenancy.

Your information may be shared with third party providers including debt collection or tracing services to pursue a debt or reasonably necessary to rectify any breach of the tenancy.

Otherwise, your information will not be shared with other organisations unless legally required to do so, to prevent fraud or a crime or if we have your consent.

### **After you have left the property**

When you have left the property, your information may be shared with a local authority, tenancy deposit scheme or utility company for the purpose of notifying about the end of the tenancy.

Your information may be shared with other landlords, agents, referencing services, credit reference bureaus etc. to provide a reference or details about the conduct of the tenancy.

Your information may be shared with third party providers including debt collection or tracing services to pursue a debt or reasonably necessary to rectify any breach of the tenancy.

Your landlord or their agent will retain your information beyond the tenancy for as long as necessary or legally required for potential HMRC audits, potential local authority disputes (for example council tax) and Immigration Act (Right to Rent) investigations.

Otherwise, your information will not be shared with other organisations unless legally required to do so, to prevent fraud or a crime or if we have your consent.

## AGREEMENT SIGNATURE PAGE

### DOCUMENT CHECKLIST

The tenant(s) confirms that the following documents on page 1 have been supplied in connection with the tenancy to all tenants by the landlord (or on behalf of the landlord by an agent). "landlord" includes a prospective landlord and "tenant" includes a prospective tenant. Where any document has been received electronically, the tenant consents for that document to have been received electronically.

This agreement contains the terms and obligations of the tenancy. You should read it carefully to ensure that it contains everything you want to form part of the agreement and nothing that you are not prepared to agree to. If you do not understand this agreement or anything in it, it is strongly suggested you ask for it to be explained to you before you sign it. You might consider consulting a solicitor, Citizens Advice or Housing Advice Centre.

Signed by Tenant(s)

FULL NAME

SIGNATURE


Signed by or on behalf of landlord(s)

FULL NAME

SIGNATURE

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