

# PropertyLoop

## Rent Collection Company Let Agreement

EXAMPLE



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# TENANCY AGREEMENT

This Agreement contains the terms, conditions and obligations of the Tenancy and the things which the Landlord and the Tenant agree to do or not to do during the Tenancy.

Once signed and dated, this Agreement will be legally binding and may be enforced by a Court. You should read it carefully. If either party is in any doubt as to the content or effect of this Agreement, we recommend that you seek independent legal advice before signing.

**Date:** The date of execution set out in the audit trail to this document.

**The Landlord(s):**

**Landlord Name:** Professional Landlord

**Landlord Address:** Home House, Actual Address Avenue, Townsville, IM8

("the Landlord")

**The Tenant(s):**

**Tenant Name:** Named Tenant

**Tenant Address:**

**Phone:** 07711111111

**Email:** namedtenant@server.com

**Tenant Name:** Secondary Tenant

**Tenant Address:**

**Phone:** 01234567894

**Email:** email@uniqueurl.com

("the Tenant")

**The Landlord and the Tenant** agree to the letting of the Property for the Term at the Rent and under the conditions outlined in this Agreement.

**Permitted Occupier(s):**

Joe the Couch Surfer

("the Occupier")

**The Property:** English Rental House, Street, London, E1

Excluding/Including: *If applicable please see additional clause(s) for more details*

("the Property")

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**The Term:** The Tenancy shall be for a period of 12 Months to start on and include the 14th February 2024 and to end on and include 13th February 2025, and thereafter from Rental Period to Rental Period. The Term and the periodic tenancy that arises after it shall be referred to as "the Tenancy".

("the Term")

**The Rent:** £2,000.00 per month

The first month's rent in the sum of £2,000.00 shall be payable in advance on or before the 14th February 2024. Thereafter rent will be payable in advance at a rate of £2,000.00 per month.

Full details can be found in the Payment Schedule attached to this document.

Should the tenancy continue or renew, rent will be due in advance from 14th February 2025 at the same recurring frequency, unless otherwise agreed with both parties.

("the Rent")

Unless otherwise stated all rental payments should be made by Standing Order to the Landlord's Agent's bank as follows:

**Name: Bank**  
**Sort Code: 200000**  
**Account Number: 55779911**  
**Payment Reference: English Rental House E1**

**The Rental Period:** Every period on which the Rent is due, commencing on the first day of the Term stated above.

("the Rental Period")

**The Deposit: £2,000.00** to be held by the Landlord's Agent as stakeholder under The Deposit Protection Service. At the end of the Tenancy, the Landlord's Agent shall return the Deposit to the Tenant subject to the possible deductions set out in this Agreement.

("the Deposit")

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## DEFINITIONS

**The Landlord:** The person or persons owning an interest in the Property which gives the right to possession of it when this Tenancy ends, and anyone who later owns the Property.

**The Tenant:** The person or persons entitled to possession of the Property under this Agreement.

**The Lead Tenant (if applicable):** Means (i) in the case of joint tenants, one of their number who has been nominated to act on their behalf in relation to the Deposit; and (ii) where applicable, the person nominated to act on behalf of the Tenant and the Relevant Person.

**The Guarantor (if applicable):** The person who undertakes to be jointly and severally liable with the Tenant to pay all rent and any debt arising from any breach or default of the Tenant's obligations contained in this Agreement until all debt is paid in full whether or not the Landlord elects to pursue the Tenant.

**The Landlord's Agent:** Goodlord Testing of Agency Road, Estate Town, London, E1 1EE, or any person or company who later takes over the rights and obligations of the Landlord's Agent.

**The Property:** The Property which has been agreed to be let including any parts of the exterior forming part of the let (e.g. gardens, paths, fences, boundaries or outbuildings). Where the Property is a flat or forms only part of a building, the letting includes the use, with others, of communal access ways, gardens and other similar facilities to which the Landlord is entitled under the terms of his Lease.

**The Lease (if applicable):** The Lease under which the Landlord holds the Property. The obligations set out in the Head Lease will bind the Tenant provided the Tenant has been given notice of them.

**The Contents:** The Landlord's furniture, furnishings, fixtures, fittings and effects including sanitary ware, floor ceiling and wall coverings, decorative features, white goods and other equipment specified in the Inventory.

**The Inventory of Contents and Schedule of Condition ("the Inventory"):** The Inventory means the document prepared by the Landlord, the Landlord's Agent or an inventory clerk detailing the Contents, the decor and condition of the Property generally. The Inventory may be relied upon at the end of the Tenancy in assessing damage or compensation for damage (over and above fair wear and tear) and so should be checked carefully at the start of the Tenancy. "The Inventory" may refer to either the check-in or check-out of the Property, as context suggests.

**The Deposit:** The sum paid by the Tenant to the Landlord's Agent in a Stakeholder capacity during the Tenancy in case the Tenant fails to comply with the terms of this Agreement.

**The Relevant Person (if applicable):** Any person or company paying the Deposit on behalf of the Tenant, e.g. the local authority, a parent or Guarantor.

**Deposit held as Stakeholder:** The Landlord's Agent will hold the Deposit in a Stakeholder capacity. Any deductions from the Deposit at the end of the Tenancy must be agreed in writing by Landlord and Tenant before monies are released. Any amount in dispute will not be paid to either party until mutual agreement is reached or an appropriate third party decision made.

**Permitted Occupier (if applicable):** Any person, that is not named as Tenant, but has the permission of the Landlord to reside at the Property. They have no legal rights to the Property and have no responsibility for the payment of rent.

**Fair wear and tear:** Loss, damage or depreciation that naturally and inevitably occurs from reasonable and ordinary use or exposure, or ageing.

**Emergency:** Where there is a risk of damage to the fabric of the Property, neighbouring properties, or to life.

**The Term:** The length of the letting agreed in this Agreement including any extension or continuation or any statutory periodic tenancy arising after expiry of the original Term.

**The Tenancy:** The Term, plus any extension or continuation or any statutory periodic tenancy arising after expiry of the original Term.

**Joint & Several Liability:** If the Tenant consists of more than one person, their actions and obligations under this Agreement shall be joint and several in all respects which means that each Tenant is wholly responsible for all Tenant obligations and sums due under this Agreement, not just a proportionate part. It also means that the Guarantor (if applicable) will be liable with the Tenant to pay all rent and any debt arising from any breach of this Agreement until all debt is paid in full.

**Interpretation:** Words importing the singular number include the plural number and vice versa. Words importing the masculine gender only include the feminine gender and vice versa.

Working day means any day excluding a Saturday, Sunday or a Bank Holiday.

The Tenant and the Landlord agree that the laws of England and Wales shall apply to this Agreement.

## 1. TENANT OBLIGATIONS

**The Tenant agrees with the Landlord that throughout the Term the Tenant will:**

### 1.1. General

1.1.1. Any obligation upon the Tenant under this Agreement to do or not to do anything shall also require the Tenant not to permit or allow any licensee or visitor to do or not to do that thing.

1.1.2. To be responsible and liable for all the obligations under this Agreement as joint and several Tenant if the Tenant forms more than one person, as explained in the Definitions.

### 1.2. Pay Rent

1.2.1. Pay the Rent and any other sums due to the Landlord's Agent in the manner set out in this Agreement, whether formally demanded or not.

1.2.2. Should the Landlord's Agent have reason to write to the Tenant to pursue recovery of Rent arrears, pay the reasonable administration costs incurred by the Landlord's Agent for each letter sent to the Tenant at the rate notified to the Tenant in writing prior to the signing of this Agreement.

1.2.3. Pay any reasonable charges or other costs incurred by the Landlord or the Landlord's Agent if any cheque provided by the Tenant is dishonoured or if any Standing Order is withdrawn.

### 1.3. Pay Interest

1.3.1. Pay interest on any amounts of Rent due and in arrears by in excess of 14 days at the rate of 4% above the Bank of England annual base rate calculated on a day to day basis from the date that the same shall become due until payment in full is made.

### 1.4. Pay for Council Tax

1.4.1. Unless the Rent is expressed as being inclusive of council tax, to pay the council tax (or any similar charge which replaces it) in respect of the Property either directly to the local authority, or by paying that sum to the Landlord where the Landlord has paid that sum to the local authority (whether legally required to do so or not) within 14 days of receiving a written request for such monies.

### 1.5. Pay for Utilities

1.5.1. To pay all charges falling due for the following services used during the Tenancy and to any standing charge for those services which reflects the Term of the Tenancy:

- Council Tax
- Water, which includes any systems utilised for the heating or cooling of water, within the property
- Sewerage
- Gas
- Electricity
- Other Fuel
- Telephone
- Broadband
- Satellite Television
- Cable Television
- TV Licence

### 1.6. Care for Property

1.6.1. Not cause or allow any damage or loss to the Property, or Contents, fair wear and tear excepted, and use the Property, and Contents in a proper and tenant-like manner.

1.6.2. The Tenant is liable to change, replace or renew at his/her own cost all light bulbs, batteries, and extractor fan filters, and dishwasher and water softener salt.

1.6.3. To inform the Landlord or the Landlord's Agent immediately in writing when it comes to the notice of the Tenant of any repairs or other matters falling within the Landlord's obligations to repair the Property.

### **1.7. Replace Broken Glass**

1.7.1. Promptly replace all cracked or broken glass with the same quality glass, where the crack or breakage is caused as a result of any action or misuse or negligence of the Tenant, a third party, any family or visitors, whether invited or not.

### **1.8. Smoke Detectors and Carbon Monoxide Detector**

1.8.1. Ensure that all smoke and carbon monoxide detectors are kept in good working order by ensuring that they are kept free from obstruction, tested regularly and replacing batteries when necessary.

### **1.9. Good Repair**

1.9.1. Keep the Contents including all electrical gas and other appliances equipment and apparatus in good repair and condition, fair wear and tear excepted.

1.9.2. Take care not to cause an overload of the electrical circuits by the inappropriate use of multi-socket electrical adaptors or extension cables when connecting appliances to the mains electric system.

### **1.10. Preserve Interior Condition**

1.10.1. Keep the Property and the Contents in good order and in a clean condition as at the commencement of the Tenancy, fair wear and tear excepted.

1.10.2. Permit the Landlord or Landlord's Agent to give the Tenant notice in writing of any necessary works of repair, cleaning, restoration, or replacement which is the obligation of the Tenant to be undertaken within a reasonable time agreed between the Tenant and the Landlord or the Landlord's Agent.

### **1.11. Clean Windows**

1.11.1. Clean the inside and outside of the easily accessible windows regularly and at the end of the Term.

### **1.12. Prevent Obstructions**

1.12.1. At all times take all reasonable precautions not to cause blockage to the drains and pipes in or about the Property and keep gutters, gullies and downpipes free of debris. In the event that a blockage is caused as a result of misuse or negligence of the Tenant, his/her family or visitors, the Tenant shall be liable to clear, or arrange the clearance of, the blockage or debris.

### **1.13. Protect from Freezing**

1.13.1. At all times, to ensure that all reasonable precautions are taken to protect the Property against freezing and burst pipes, provided the pipes and other installations are kept adequately insulated by the Landlord. To reimburse the Landlord in respect of any damage caused to the Property as a result of frozen or burst pipes due to the Tenant failing to take reasonable precautions.

### **1.14. Keep Ventilated**

1.14.1. Keep the Property adequately ventilated and make good use of extractor fans (where provided) so as to reduce the occurrence of condensation and wipe away any occurring condensation to prevent any resultant mould and damage to the Property and the Contents.

### **1.15. Chimneys and Flues (if applicable)**

1.15.1. Keep any chimneys and flues swept and in a clean condition, and ensure that at the end of the Term the chimneys and flues are swept and left in the same clean state as provided by the Landlord at the commencement of the Term. The Tenant will be required to produce a receipt to demonstrate compliance with this requirement.

### **1.16. Fuel Storage**

1.16.1. Any coal/logs stored at the Property must be stored in an appropriate and suitable receptacle in such place as will not cause damage to the Property or the Contents.

### **1.17. Prevent Infestation**

1.17.1. Not keep any refuse or rubbish in the Property and regularly dispose of same in a suitable receptacle to maintain acceptable levels of hygiene and prevent outbreaks of any infestations such as pests or disease. In the event of an infestation, to clean, arrange, or compensate the Landlord for the cleaning of the Property with de-infestation cleaner to a professional standard at the end of the Tenancy if de-infestation is necessary.

## **1.18. Maintain Gardens**

1.18.1. Keep any gardens and grounds including any pond, terrace or patio included in the Property in a neat, unobstructed and tidy condition and free from litter and weeds. Keep the grass cut and reasonably maintain any lawns, trees and shrubs in a proper manner as seasonally required. Not to cut down or remove any trees, shrubs or plants (other than annual plants) or otherwise alter the existing design content or layout of the said garden or grounds without the prior written consent of the Landlord which will not be unreasonably withheld.

## **1.19. Not Alter Property**

1.19.1. Not alter or in any way interfere with the construction or arrangement of the Property. Not to carry out any redecoration or make any alteration in or addition to the exterior or interior of the Property without the previous consent in writing of the Landlord or the Landlord's Agent which will not be unreasonably withheld.

## **1.20. Not Remove Contents**

1.20.1. Not remove or allow the removal of the Contents from the Property or store the Contents in any way which may lead to the condition of the Contents to be damaged or deteriorate at a quicker pace than they would if they remained in the places recorded in the Inventory.

## **1.21. Not Affix Items to Walls**

1.21.1. Not to hang pictures other than with a reasonable number of commercially available picture hooks or fastenings without the prior written consent of the Landlord or the Landlord's Agent which will not be unreasonably withheld.

## **1.22. Not Post Signs**

1.22.1. Not to display or allow to be displayed any notice, sign, banner or placard visible from outside the Property without the prior written consent of the Landlord which will not be unreasonably withheld or delayed. The Landlord reserves the right to withdraw, for reasonable grounds and upon reasonable notice, any consent previously given.

## **1.23. Not Affix or Erect Aerial or Satellite Dish**

1.23.1. Where not already provided or available at the Property, not to affix or erect outside the Property any television or radio aerial or satellite dish or install any cable television or cable telephone without the prior written consent of the Landlord, which will not be unreasonably withheld or delayed but may be subject to conditions. Where granted such consent will be detailed under Special Tenancy Conditions or as an Addendum to this Agreement. The Landlord reserves the right to withdraw, for reasonable grounds and upon reasonable notice, any consent previously given.

## **1.24. Pets**

1.24.1. The Tenant agrees not to keep any animals or birds (whether domestic or otherwise) in the Property without the Landlord's prior written consent which will not be unreasonably withheld or delayed.

## **1.25. Smoking Prohibition**

1.25.1. Not to smoke or allow any other person to smoke any cigarettes cigars pipes or other form of tobacco or other substances, including vapes, within the Property without the prior written consent of the Landlord. Where granted such consent will be detailed under Special Tenancy Conditions or as an Addendum to this Agreement. The Landlord or the Landlord's Agent reserves the right to withdraw, for reasonable grounds and upon reasonable notice, any consent previously given. In the event of any breach of this clause then the Tenant shall pay such costs to the Landlord for making good any resultant staining, discolouration, burn marks or odour present at the Property at the end of the Term.

## **1.26. Changing Locks**

1.26.1 Not alter, change or install any locks on any doors or windows in or about the Property or have any additional keys or remote control devices made, except in the case of an Emergency, without the prior written consent of the Landlord, which will not be unreasonably withheld or delayed.

1.26.2. Where consent to change locks is granted, one set of the new keys must immediately be made available to the Landlord and at the end of the Term the Tenant must provide the same number of sets of keys, fobs and other devices for the new locks as were provided by the Landlord at the commencement of the Term.

1.26.3. Where any keys the Tenant is responsible for are either lost or stolen, the Tenant shall be liable for the cost of having the relevant lock/s changed for the Property, one set of the new keys must immediately be made available to the Landlord or the Landlord's Agent and at the end of the Term.

## **1.27. Use of Burglar Alarm (if applicable)**

1.27.1. Take every precaution to ensure the correct use of the burglar alarm system to the Property and pay any call out charge or costs for the repair or for re-setting of the system necessary as a result of misuse or negligence by the Tenant, his/her family or

visitors.

1.27.2. Not change any burglar alarm code without the prior written consent of the Landlord, which will not be unreasonably withheld or delayed. Where such consent is granted the Tenant will promptly provide the Landlord with the details of the new code.

### **1.28. Secure Property**

1.28.1. Not leave the Property unattended or unoccupied for any period whatsoever without locking and securing all deadlocks and other locks and bolts fitted to the doors and windows permitting access to the Property and ensuring the burglar alarm (if any) is activated.

### **1.29. Notify & Action if Unoccupied**

1.29.1. Not leave the Property vacant, unattended or unoccupied for a period of more than 30 consecutive days without first giving reasonable notice to the Landlord or the Landlord's Agent of the intention to do so.

1.29.2. After leaving the Property unattended for any period of 7 days or more, to flush through the water systems by running all taps and showers for 20 minutes and by flushing all toilets to reduce the risk from exposure to legionella bacteria.

### **1.30. Landlord's Insurance**

1.30.1. Not to do, permit to be done, or fail to do anything that may render void or invalidate any policy of insurance on the Property or the Contents nor anything that may cause an increased premium to be payable, provided that a copy of the relevant sections of the policy has been given to or shown to the Tenant at the start of the Term or within a reasonable time thereafter. To pay the Landlord all reasonable sums paid by the Landlord for any increase in premiums and all reasonable expenses incurred by the Landlord incurred as a result of a failure by the Tenant, his/her family or visitors to comply with this clause.

### **1.31. Tenant's Personal Possessions**

1.31.1. For the avoidance of doubt, there is no cover provided by any insurance policy maintained by the Landlord for any personal possessions introduced into the Property by the Tenant. The Tenant is strongly advised to insure his/her own belongings with a reputable insurer.

### **1.32. Permit Access**

1.32.1. Permit the Landlord or anyone with the authority of the Landlord at reasonable hours by no less than 24 hours prior written notice (save in the case of an Emergency) to enter the Property to view the state and condition thereof or to undertake any necessary repairs in compliance with obligations placed on the Landlord by law, or other necessary repairs or redecoration of the Property or require access to effect work to a neighbouring property or boundary divide. Should the Tenant agree to access relating to any of the above mentioned circumstances with the Landlord or anyone with the authority of the Landlord and access is denied/not possible due to the Tenant refusing or restricting access, there will be a call out charge levied which would be payable by the Tenant of £50.00 excluding VAT.

### **1.33. Permit Viewing**

1.33.1. Permit the Landlord or the Landlord's Agent or anyone with the authority of the Landlord or the Landlord's Agent by reasonable prior appointment to show the Property:

- a. To potential tenants or purchasers during the last two months of the Tenancy or other period of notice;
- b. To potential purchasers in the event of the Landlord wishing to sell or otherwise deal with the reversion of the Property with the benefit of the Tenancy at any time during the Tenancy.

### **1.34. Permit Notices**

1.34.1. Permit the Landlord or the Landlord's Agent to affix a notice of re-letting or selling on the Property during the last two months of the Tenancy or other period of notice, or a notice of selling in the event of the Landlord wishing to sell the Property with the benefit of the Tenancy at any time during the Tenancy.

### **1.35. Take Remedial Action**

1.35.1. In an Emergency to take appropriate reasonable remedial action to prevent further damage to the Property and give immediate notice to the Landlord.



### **1.36. Give Notice of Defects**

1.36.1. Notify the Landlord immediately in writing upon becoming aware of:

- a. Any damage, defect or want of repair of any nature affecting the Property or any of the Contents, whether or not caused by any act, default or neglect of the Tenant, or any invitee of the Tenant;
- b. Any burglary or attempted burglary upon the Property.

1.36.2. And the Tenant shall be liable for all reasonable consequential excess loss and expense arising from any failure to give such notice.

### **1.37. Forward Correspondence**

1.37.1. Pass to the Landlord as soon as is reasonably practicable following receipt, any notice or other communication left on or delivered or posted to the Property that are addressed to the Landlord with the exception of obvious circulars or marketing material.

### **1.38 Leasehold (Lease) or Freehold Covenants and Restrictions**

1.38.1. Where applicable and provided that prior to the signing of this Agreement the Tenant is notified in writing or given a copy of the relevant documents, the Tenant agrees to observe and not breach or contravene any terms in the Lease or any Deed under which the Landlord holds the Property.

1.38.2. The Tenant will comply with all and any new regulations relating to the building which may be introduced from time to time and which are notified to the Tenant in writing and protect the Landlord from loss arising from any claim in respect of any breach or non-observance of same.

### **1.39. Deed of Covenant (if applicable)**

1.39.1. If requested and at the Landlord's expense the Tenant will enter into a Deed of Covenant or such other Deed as the superior landlords may reasonably require.

### **1.40. Communal Areas (if applicable)**

1.40.1. Not to obstruct any common passageways, hallways and staircases nor keep or store or place any item or package or bicycle or pushchair in any communal area of the Property.

1.40.2. Not to hang or permit to be hung or exposed any clothes or other articles in any communal or shared garden or upon the exterior of the Property except where expressly permitted by the Landlord in writing.

### **1.41. Not Assign or Sublet**

1.41.1. Not to assign this Agreement without the prior written consent of the Landlord which will not be unreasonably withheld or delayed. Where the Landlord grants consent this may be subject to reasonable conditions and the Tenant will be liable for the reasonable fees and expenses incurred by the Landlord in granting such consent or arranging such assignment.

1.41.2. Not to mortgage or charge the benefit of this Agreement;

1.41.3. Not to take in or receive paying guests or lodgers without the prior written consent of the Landlord.

1.41.4. Not sub-let, part with or share possession or occupation of the Property or any part of the Property with any person not named as Tenant in this Agreement without the prior written consent of the Landlord or the Landlord's Agent, which will not be unreasonably withheld or delayed. Where granted, the Landlord may impose reasonable conditions of consent and the Tenant will be liable for the reasonable expenses incurred by the Landlord in granting such consent.

### **1.42. Not Cause Nuisance**

1.42.1. Not use the Property or allow others to use the Property in a way which may cause damage or a disturbance nuisance annoyance or inconvenience to neighbouring adjoining or adjacent property or to the owners or occupiers of them.

### **1.43. Music and Noise**

1.43.1. Not play any musical instrument, music player, radio or television or cause or permit any undue loud noise to take place in the Property so as to cause disturbance annoyance or inconvenience to the occupiers or owners of any neighbouring adjoining or adjacent property or so as to be audible outside the Property between the hours of 11.00 pm to 7.30 am.

#### **1.44. Permitted Use**

1.44.1. To use the Property for no other purpose than that of a strict private residence for the occupation of the Tenant's staff, and occasional guests only; and

- a. Not to carry on at the Property or allow the Property to be used for any professional trade or business and not to let rooms or apartments or receive paying guests or lodgers in the Property; and
- b. Not to hold or allow to be held any large meeting or gathering upon the Property or any sale by auction thereon; and
- c. Not use or permit the Property or any part thereof to be used for any illegal or immoral purposes;
- d. Not to register a business or company at the address of the Property

#### **1.45. Combustible Matter**

1.45.1. Not take into or keep at the Property any combustible, offensive or dangerous fluids, fuels or materials or any gas, paraffin or other liquid fuel unless required for normal household use and fully comply with all fire precautions or fire regulations made by the Landlord or the appropriate Fire Authority.

#### **1.46. Own Gas Appliances**

1.46.1. Immediately notify the Landlord if any gas appliance is brought into the Property by the Tenant and ensure that it is properly connected to the appropriate pipework by a suitably qualified Gas Safe registered engineer and is safe to use. The Tenant will immediately stop using and remove any such gas appliance which is unsafe or dangerous to either the occupants or the Property.

#### **1.47. Prohibited Substances**

1.47.1. Not to use or consume in or about the Property at any time any of the drugs mentioned in the Misuse of Drugs Act 1971 or any other controlled substances the use of which may hereinafter be prohibited or restricted.

#### **1.48. End of Tenancy**

1.48.1. At the expiration or sooner termination of the Tenancy:

- a. Clean the Property to the same standard as received on Check In. Contents including the washing or dry cleaning (including ironing and pressing) of all bedding, linen, towels, carpets, curtains, upholstery and soft furnishings and other articles set out in the Inventory or articles substituted for the same which shall be shown by reference to the Inventory to have been soiled during the Term;
- b. Make good and/or pay for the repair of or replacement of any of the Contents that are broken, lost or damaged during the Term, save for fair wear and tear;
- c. Notify all utility and council tax authorities of the date of termination of the Term and pay all outstanding accounts with the service providers up to and including the last day;
- d. Arrange for the return to the hire company prior to the check-out of any hired or rented television or other equipment or appliance which the Tenant has hired or rented for his use at the Property;
- e. Deliver all keys and remote control devices to the Landlord or the Landlord's Agent and pay to the Landlord all reasonable costs incurred by the Landlord in replacing the locks or devices where such keys or devices are missing;
- f. Remove all personal items from the Property before the end of the Term. The Tenant will be responsible for meeting all reasonable removal costs and/or storage charges for items left in the Property after the end or earlier termination of the Term. The Landlord will remove and store such items for a maximum of one calendar month, and take all reasonable steps to contact the Tenant in this regard and, where possible, will notify the Tenant at the last known address. If the items are not collected within one calendar month the Landlord may dispose of them and the Tenant will be liable for the reasonable costs of disposal, which may be deducted from the Deposit or from any sale proceeds and if there are any costs remaining they will remain the Tenant's liability;
- g. Provide the Landlord or the Landlord's Agent with a forwarding address where the Tenant may be contacted after the Tenant has vacated the Property and permit the Landlord or the Landlord's Agent to give the forwarding address to the suppliers of gas, electricity, fuel, water, telephone services, environmental services or other similar services incurred at the Property for which the Tenant is liable and Council Tax authority;

#### **1.49. Breach of Tenancy**

1.49.1. The Tenant shall pay the Landlord's reasonable legal costs and expenses (including VAT) incurred by the Landlord or the Landlord's Agent in enforcement or remedy of any breach of the Tenant obligations under this Agreement, whether or not the same shall result in court proceedings.

1.49.2. The Tenant shall pay the cost of any bank or other reasonable charges incurred by the Landlord or the Landlord's Agent if any standing order payment or cheque submitted by the Tenant is withdrawn or dishonoured by the Tenant's bank.

## 1.50 Pay for Tenancy Agreement and Renewal Memorandum

- 1.50.1. Pay to the Landlord's Agent the applicable fees, as notified to the Tenant in writing prior to the signing of this Agreement, for:
- a. The preparation of this Agreement, payable prior to the commencement of the Tenancy; and
  - b. The preparation of any subsequent renewal agreement or memorandum in relation to any fixed term renewal or periodic term extension of the Tenancy which may be agreed between the Landlord and the Tenant, payable prior to the commencement of the agreed renewal term.

## 1.51. Pay for Inventory Checks

1.51.1. Pay the applicable charge, as notified to the Tenant prior to the signing of this Tenancy Agreement, for check out of the Inventory.

## 1.52. Prohibit New Installation or Disconnection

1.52.1. Not permit or arrange for a meter to be installed at the Property or for the disconnection or termination of any utility or telephone service without the prior written consent of the Landlord which will not be unreasonably withheld or delayed but may be subject to conditions.

1.52.2. In the event that the Tenant allows, either by default of payment or specific instruction without prior consent, the utility or other services to be cut off, whether during or at the end of the Tenancy, the Tenant is to pay the costs associated with reconnecting or resuming those services.

# 2. LANDLORD OBLIGATIONS

The Landlord agrees with the Tenant that the Landlord will:

## 2.1. Deliver Up Property

2.1.1. At the commencement of the Tenancy deliver:

- a. The Property and Contents in a tidy condition and cleaned;
- b. Any working chimney swept and clean;
- c. All appliances, smoke and carbon monoxide detectors in proper working order.

## 2.2. Allow Quiet Enjoyment

2.2.1. Permit the Tenant to quietly possess and enjoy the Property during the Tenancy without any unreasonable or unlawful interruption.

## 2.3. Pay Outgoings

2.3.1. Pay all taxes, insurance, service charge assessments, impositions and other outgoings in respect of the Property, save for those expressly stated as the Tenant's responsibility in this Agreement.

## 2.4. Maintain Property

2.4.1. Carry out those repairs to the Property the liability for which is imposed upon the Landlord by Section 11 to 16 of the Landlord & Tenant Act 1985 (as amended). This liability obliges the Landlord to repair and keep in good order: (1) the structure of the Property and exterior (including drains gutters and pipes); (2) certain installations for the supply of water, electricity and gas; (3) sanitary appliances (including basins, sinks, baths and sanitary conveniences); and (4) appliances for space heating and water heating; but not other fixtures fittings and appliances for making use of the supply of water and electricity.

2.4.2. This obligation arises only after written notice has been given to the Landlord by the Tenant in accordance with the terms of this Agreement;

## 2.5. Maintain Appliances

2.5.1. Put and keep in repair and proper working order the central heating system, electrical appliances and other equipment provided by the Landlord for the use of the Tenant provided that the Tenant shall be responsible for the cost of such repair or replacement if it is necessary as a result of damage sustained through misuse or negligence by the Tenant or his/her family, any visitor or guest.

## 2.6. Burglar Alarm (if applicable)

2.6.1. Maintain in proper working order the burglar alarm system (if any) provided to the Property save that any call out charge or costs for repair necessary as a result of misuse or negligence by the Tenant, his/her family, any visitor or guest shall be payable by the Tenant.

## 2.7. Title and Consents

2.7.1. The Landlord confirms that all necessary consents have been obtained to enable the Landlord to enter into this Agreement.

## 2.8. Safety Regulations

2.8.1. The Landlord warrants that:

- a. Where applicable all upholstered furniture, soft furnishings, beds, bed bases, mattresses (and mattress toppers), pillows, cushions and seat pads supplied to the Property comply with the provisions of The Furniture and Furnishings (Fire) (Safety) Regulations 1988 and The Furniture and Furnishings (Fire) (Safety) (Amendment) Regulations 1993.
- b. All gas appliances within the Property comply with the Gas Safety (Installation & Use) Regulations 1998 and that all gas appliances will be checked for safety annually in accordance with The Gas Safety (Installation and Use) Regulations 1998. A copy of the Gas Safety Check Record will be provided to the Tenant at the start of the Tenancy and within 28 days of the annual check undertaken during the Term.
- c. All mechanical and electrical equipment in the Property are in good repair and working order and that all electrical equipment supplied to the Property complies with The Electrical Equipment (Safety) Regulations 2016, as amended, and the Plugs and Sockets etc (Safety) Regulations 1994.
- d. The Property is in a habitable condition.

## 2.9. Smoke Detectors and Carbon Monoxide Detectors

2.9.1. The Premises are compliant with The Smoke and Carbon Monoxide Alarm (England) Regulations 2015, as amended, at the start of the Tenancy.

# 3. NOTICES

## 3.1. Address and Service

3.1.1. The provisions for service of notices are that if either party send any document in relation to this Agreement to the other, it shall be deemed to have been validly and sufficiently served delivered to the receiving party's address or last known address by hand; sent by first class post or by registered post or recorded delivery to Postal Box, Local address, England, e1 or if sent by email; to the email address provided by the Tenant at the start of the Tenancy, and which has been confirmed as being their own: namedtenant@server.com, and email@uniqueurl.com, or by email from the Tenant to the Landlord: professional.landlord@good.lord.co.

- Where notice is served by first class post, the notice shall be deemed to have been served two working days after the date of posting.
- Where notice is served by hand or email before 16:30 on a working day then the notice will be deemed served that day. If it is served after 16:30 on a working day, or served on a non-working day, then it will be deemed served on the next working day.

3.1.2. Any notice or document to be served on the Tenant may be served by the Landlord or by the Landlord's Agent on behalf of the Landlord.

3.1.3. For the purposes of Sections 47 and 48 of the Landlord and Tenant Act 1987 the address of the Landlord is as stated on page 2 of this Agreement. Where this address is in England and Wales notices on the Landlord (including notices in proceedings) may be served to this address. Where the Landlord's address is not in England and Wales, the address of the Landlord's Agent as detailed in this Agreement under Definitions may be used as an alternative address for the service of notices on the Landlord (including notices in proceedings). If either of these addresses should change during the Tenancy the Tenant will accordingly be notified in writing.

## 4. MISCELLANEOUS

### 4.1. Stamp Duty Land Tax (if applicable)

4.1.1. The Tenant shall be responsible for assessing his liability, if any and at any time, for Stamp Duty Land Tax relating to this Tenancy, and for submitting the appropriate forms and payment to HM Revenue & Customs. Further information may be obtained from the HM Revenue & Customs enquiry line on 0845 6030135 or from their website at [www.gov.uk/stamp-taxes](http://www.gov.uk/stamp-taxes).

### 4.2. Agent of the Tenant

4.2.1. Any payments in respect of or on account of Rent made by or drawn on accounts other than those of the Tenant named in this Agreement will be accepted by the Landlord as payment made by or on behalf of the Tenant only and in no circumstances shall constitute the creation of a new tenancy to any other person.

### 4.3. Data Protection & Confidentiality

4.3.1. The personal information of both the Landlord and the Tenant will be retained by the Landlord's Agent in accordance with the terms of the Landlord's Agent's privacy policy ('the Policy') which both parties will have been served with and which is also available to view on the Landlord's Agent's website. In addition to the information provided to the Landlord's Agent about the Tenant in accordance with the Policy, the Tenant agrees that the Tenant's personal information can be forwarded to the Landlord. Such information may have been provided before, during or after the Term. The Landlord thereafter may share details about the following:

- a. Details of performance of obligations under this Agreement by the Landlord and the Tenant;
- b. Known addresses/details of the Tenant and any other occupiers;
- c. Any other relevant information required by the parties listed below.

4.3.2. This personal information can be shared with the following:

- a. Utility and water companies;
- b. The local authority;
- c. Authorised contractors;
- d. Credit and reference providers;
- e. Mortgage lenders;
- f. Legal advisors;
- g. Any other essential third party.

4.3.3. This information can and will be provided without further notice only when the Landlord's Agent is authorised to do so under the Policy.

### 4.3.4. Section 45 Flood & Water Management Act 2010

The above Act places a legal obligation on the Landlord or the Landlord's Agent to provide the water authority when requested with a forwarding address for the Tenant following the end of the Term.

### 4.4. Habitation

4.4.1. If the Property or part of the Property is destroyed or made uninhabitable by any insured risk, and provided such damage is not as a result of any action or misuse or negligence of the Tenant, a third party, any family or visitors, whether invited or not.

- a. The Rent will cease to be payable until such time as the Property is reinstated and rendered habitable;
- b. In the event that the extent of the damage is such that the Property is not made habitable within one month, either party may terminate the Tenancy by giving immediate written notice to the other party.

### 4.5. Rent Increase (if applicable)

4.5.1. The Landlord can increase the Rent every twelve months on the anniversary of the date on which the Tenancy began ("the Rent Increase Date"). For the avoidance of doubt this means that the Rent may increase on 14th February each year. The increase is to be calculated according to the rise in the Retail Prices Index from the start of the Tenancy or the anniversary date whichever is the later. To avoid doubt if the Landlord does not increase the rent in any year this will not affect the Landlord's rights to increase the Rent in subsequent years.

## 4.6. Right to Rent

4.6.1. All adults named as the Tenant or who reside at the Property as an occupier, whether named in this Agreement or not, must provide a valid passport and visa or work permit to the Landlord or the Landlord's Agent prior to taking occupation of the Property either before or during the Term. If any person fails to comply, the Landlord may take any necessary legal action to have the person evicted from the Property.

4.6.2. If any person forming the Tenant or any occupier changes or any additional occupant moves into the Property during the Term, the Tenant agrees to ensure that any new or additional persons complies with the legal requirements of the Right to Rent conditions under the Immigration Act 2014 prior to moving into the Property. This will involve meeting the Landlord or the Landlord's Agent in person to provide valid documents to be checked and copied.

## 4.7. Cost of Agreements

4.7.1. The cost of preparing this Agreement and any subsequent renewal agreement or memorandum in relation to any fixed term renewal or periodic term extension of the Term which may be agreed between the Landlord and the Tenant shall be borne equally by the Landlord and the Tenant.

# 5. INVENTORY

## 5.1. Preparation of the Inventory

5.1.1. If the Landlord chooses to obtain an Inventory at the start of the tenancy then the Landlord will be responsible for providing a fully comprehensive Inventory for the Property at the beginning of the Term.

## 5.2. Check In ("the Check In")

5.2.1. The Landlord will be responsible for paying the fee which forms part of the Administration Charges provided to the Tenant prior to signing this Tenancy Agreement.

## 5.3. Check Out

5.3.1. The Tenant will be responsible for paying the fee for the checking of the Inventory at the termination of the Term.

## 5.4. Attendance

5.4.1. If applicable the Tenant will attend, or appoint a representative to attend the appointment at which time the inspection which informs the Inventory will take place. In the event that the Tenant does not keep a prearranged appointment made upon reasonable notice by the Landlord or the Landlord's Agent to check the Inventory the Tenant will be liable to pay the additional costs incurred by the Landlord in making and attending further appointments to check the Inventory. If the Tenant fails to attend, the Landlord reserves the right to carry out the Check In without the Tenant in attendance. The Tenant will be given the opportunity to comment on the Inventory report carried out.

# 6. COMPANY LET

**This Agreement falls outside the scope of the Housing Act 1988.**

## 6.1. The Occupier

6.1.1. The Property will be occupied by Joe the Couch Surfer as the licensee of the Tenant ("the Occupier"). The Occupier will use the Property for private residential purposes only. The Tenant may allow an additional or replacement occupier to occupy the Property upon receipt of written permission from the Landlord, such permission not to be unreasonably withheld or delayed.

6.1.2. If any person forming the Occupier or other resident changes, the Tenant agrees to seek written consent from the Landlord prior to any additional or new person taking occupation of the Property and to ensure that any new or additional persons forming the Occupier, the family, other residents or personal staff wishing to reside in the Property comply with the legal requirements of the "Right to Rent" legislation under the Immigration Act 2014 prior to taking occupation by meeting the Landlord personally to provide a valid passport to be checked and copied; and to provide a valid visa to work or study in the UK to be checked and copied.

## 6.2. Provision for Re-Entry

6.2.1. If at any time:

- a. the Rent, or any part of the Rent remains unpaid for fourteen days after becoming due, whether formally demanded or not; or
- b. if any major agreement or obligation of the Tenant is not complied with;
- c. if the Property is left vacant or unoccupied for more than 28 days without the Landlord's consent; or
- d. if the Tenant shall become bankrupt or insolvent or enter into a voluntary arrangement with its creditors or be made the subject of a winding-up order whether compulsory or voluntary;

6.2.2. The Landlord has a right to forfeit and the tenancy will come to an end. The Landlord will regain possession of the Property by complying with his statutory obligations. This clause does not prejudice any other rights that the Landlord may have in respect of the Tenant's obligations under this Agreement.

EXAMPLE

## 7. DEALING WITH THE DEPOSIT

7.1. The Landlord's Agent shall place the Deposit in a nominated client account as soon as reasonably practicable. Any interest earned on the Deposit will be retained by Landlord's Agent at the end of the Term and any agreed balance of the Deposit (subject to the clauses below) will be returned to the Tenant.

7.2. After the Term the Landlord's Agent is entitled with the written consent of the Tenant, to deduct from the sum held as the Deposit any monies referred to in this Agreement. If more than one such deduction is to be made by the Landlord, monies will be deducted from the Deposit in the order listed.

7.3. The Landlord's Agent shall notify the Tenant in writing of any deduction to be made under this Agreement. That notice shall specify the amounts to be deducted and the reasons for any deductions to be made. No deduction will be made from the Deposit without the written consent of both parties.

7.4. At the end of the Term the Landlord's Agent shall return the Deposit (subject to any deductions made under the Agreement) within 30 days of the end of the Tenancy except in the case of dispute. If there is more than one Tenant, the Landlord may return the Deposit by cheque to any one Tenant, at his sole discretion, at his/her last known address. That person forming part of the Tenant will hold the Deposit in trust for all others forming the Tenant.

7.5. If the amount of monies that the Landlord is entitled to deduct from the Deposit under the Agreement exceeds the amount held as the Deposit, the Landlord may require the Tenant to pay that additional sum to the Landlord within 14 days of the Tenant receiving that request in writing.

7.6. The Landlord may deduct monies from the Deposit to compensate the Landlord for losses caused for any or all of the following reasons:

- a. any damage to the Property and/or the Contents caused by the Tenant or arising from any breach of the terms of this Agreement by the Tenant;
- b. any damage caused or cleaning required as a result of any pets occupying the Property (whether or not the Landlord consented to its presence as set out in this Agreement);
- c. any sum repayable by the Landlord or the Landlord's Agent to the local authority where housing benefit or Local housing Allowance has been paid direct to the Landlord or the Landlord's Agent by the local authority;
- d. any other breach by the Tenant of the terms of this Agreement;
- e. any instalment of the Rent which is due but remains unpaid at the end of the Term;
- f. any unpaid account or charge for water including sewerage and environmental charges, electricity gas or other fuels used by the Tenant in the Property;
- g. any unpaid council tax;
- h. any unpaid telephone charges.

7.7. The Tenant shall not be entitled to withhold the payment of any instalment of Rent or any other monies payable under this Agreement on the ground that the Landlord's Agent holds the Deposit or any part of it.

7.8. If the Landlord sells or transfers his interest in the Property the Tenant shall consent to the transfer of the Deposit (or the balance of the Deposit) to the purchaser or transferee. The Landlord shall then be released from any further claim or liability in respect of the Deposit or any part of it.



## 8. SPECIAL TENANCY CONDITIONS

The following clauses detail the further terms which have been individually negotiated and agreed between the Landlord and the Tenant.

### Ending Tenancy:

Should either party wish to terminate the Tenancy, it is agreed that the Tenant must serve a minimum of 1 month's advance written notice to be served on the Landlord. The Landlord must serve a minimum of 2 months advance written notice to be served on the Tenant. The tenancy must not expire within the first 12 Months of the Tenancy commencement date.

In the event that the Tenant fails to provide such notice, or the Tenant serves notice to expire earlier than the end of the Term, the Tenant shall be responsible for the Rent until such time as their notice could have expired in accordance with this clause.

Further, in the event that the Tenant serves notice to expire earlier than 13<sup>th</sup> of February 2025, the Landlord shall treat their notice as the Tenant requesting a termination of the Tenancy and accordingly be entitled to recover their losses caused by the Tenant serving notice, including any re-letting fees.

### Additional clause(s):

- **Parking:** Parking Details if entered
- **Renewal Option:** Renewal Details if entered
- **A Formatted Custom Clause**

This clause was selected from the additional clause library. They come preformatted and can contain variables that can be amended per tenancy.

# EXAMPLE

## 9. SIGNATURES

Signed by Landlord:

Professional Landlord

.....

Signed by the Tenant(s):

Signature of Tenant

.....

Signature of Tenant

.....

EXAMPLE

Appendix. Payment Schedule

Full Tenancy

14 Feb 2024	£2000.00
14 Mar 2024	£2000.00
14 Apr 2024	£2000.00
14 May 2024	£2000.00
14 Jun 2024	£2000.00
14 Jul 2024	£2000.00
14 Aug 2024	£2000.00
14 Sep 2024	£2000.00
14 Oct 2024	£2000.00
14 Nov 2024	£2000.00
14 Dec 2024	£2000.00
14 Jan 2025	£2000.00
<b>Total</b>	<b>£24000.00</b>

EXAMPLE

# DPS INSURED

## PRESCRIBED INFORMATION RELATING TO TENANCY DEPOSITS\*

### The Deposit Protection Service – Insured scheme

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

To: **Named Tenant and Secondary Tenant**

#### **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

Telephone No. 0330 303 0030

Online: Enquiry Forms are available through the Virtual Customer Service Agent or the Frequently Asked Questions at [www.depositprotection.com](http://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 available enabling an independent adjudicator to decide on any dispute. See attached Terms and Conditions for further information

\* 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)*  
**£2000.00**
- b. *Address of property to which the tenancy relates. (insert address of property including post code)*  
**English Rental House, Street, London, E1**
- c. *Name, address and details of the Landlord's Agent*  
**Name: Goodlord Testing**  
**Address: Agency Road, Estate Town, London, E1 1EE**  
**Phone: 0208 101 0810**  
**Email: ohlook@anemail.myword**
- d. *Details of the Landlord(s)*  
**Name: Professional Landlord**  
**Address: Home House, Actual Address Avenue, Townsville, IM8**
- e. *Name, address and contact details of the Tenant(s) (in the case of joint tenants insert this information for all tenants).*  
**Name: Named Tenant**  
**Address:**  
**Phone: 07711111111**  
**Email: namedtenant@server.com**  
**Post Tenancy Address: Mom's House, 20 My Street, Hometown, HT2 5DN**  
**Post Tenancy Phone: 07711111111**

**Post Tenancy Email: namedtenant@server.com**

**Name: Secondary Tenant**

**Address:**

**Phone: 01234567894**

**Email: email@uniqueurl.com**

**Post Tenancy Address: English Rental House, Street, London, E1**

**Post Tenancy Phone: 01234567894**

**Post Tenancy Email: email@uniqueurl.com**

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 their address is updated at the end of the tenancy.

f. *Name of Third Party making the payment:*

**No Relevant Person**

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

**Refer to the following, section 7 of the Tenancy Agreement**

EXAMPLE

I/We (being the Agent) certify that –

1. The information provided is accurate to the best of my/our knowledge and belief
2. 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

**Signed by Landlord:**

**Professional Landlord**

.....

**Signed by the Tenant(s):**

**Signature of Tenant**

.....

**Signature of Tenant**

.....

**NOTES**

1. **A copy of The Deposit Protection Service Insured Terms and Conditions must be attached to this document. It is available to download from <https://www.depositprotection.com/insured-terms-and-conditions>**
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.

EXAMPLE

# Supporting Documents Checklist

I confirm I have received the following documents:

- Tenancy Agreement
- Department for Communities and Local Government How to Rent guide
- How to rent - The checklist for renting in England - Easy Read version
- How to Rent a Safe Home - A guide for current and prospective tenants in England
- Gas Safety Certificate for: English Rental House, Street, London, E1
- Energy Performance Certificate for: English Rental House, Street, London, E1
- Electrical Installation Condition Report for: English Rental House, Street, London, E1
- Payment Schedule in respect of amounts due from me
- DPS Prescribed Information
- DPS Terms & Conditions

These documents are attached to the emails that I have received from Goodlord Testing in conjunction with this tenancy application.

**Signed by the Tenant(s):**

Signature of Tenant

.....

Signature of Tenant

.....

EXAMPLE