

ASSURED SHORTHOLD TENANCY AGREEMENT

PROPERTY

<PROPERTY ADDRESS>

- Any tenant in employment is responsible for Council Tax

Sorry but:

- No Social Security Tenants
- No animals

This document is a legally binding once signed.

If there is anything you do not understand, you should get advice from a solicitor or an advice agency before signing

ASSURED SHORTHOLD TENANCY AGREEMENT - Shared properties

SECTION A - DETAILS OF THE TENANCY

DATE

THIS TENANCY AGREEMENT IS BETWEEN

LANDLORD Mr Gurdip Singh Dhaliwal, Margate, Main Street, Farnhill, BD20 9BJ
Email: gurdip.dhaliwal@leedsstudentlets.com Mobile/Text: 07950 828395

TENANT(S)

Tenant Name:

PROPERTY Includes the Contents.

TERM A term certain of month/years and days
from and including (start date)
to and including (end date)

PAYMENT FOR THE PREMISES

It is agreed as follows:

The monthly payments for the premises at the date of this agreement shall be:

RENT Rent £

Additional Charges

Included / Not Included in Rent

Gas / Electricity are **included / not included** * in the Rent

All the above elements are recoverable by the Landlord as rent. The payment of the net rent and additional charges (stated) including any amounts thereto varied hereunder is due **one / two / three*** months in advance. (~~delete as applicable~~)

The Rent is due on the day of each month

electricity	yes / no
gas	yes / no
water	yes / no
drainage	yes / no
telephone	yes / no
television	yes / no
or broadband	yes / no

DEPOSIT Deposit: £

The Rent shown above shall be mitigated to £ per calendar month for the period
from and including to and including

(This section is valid only if it is initialed by a member of landlord at time of signing)

KEY COLLECTION AND RETURN (also see note at the end of the document)

At the start of the Term the Tenant must **collect the keys from the FLDR Office, 11 Hyde Park Corner LS6 1AF** and **return them at the end of the Term to the FLDR Office, 11 Hyde Park Corner LS6 1AF**

SECTION B - STANDARD LETTING TERMS

1 INTERPRETATION

1.1 In this Agreement:

1. Provisions relating to the Property apply to every part of it, and to the Contents, which include all items at the Property and the fixtures, fittings and decorations in the Property;
2. "The Landlord" includes not just the person who initially let the Property, but anyone else who acquires the Property from the Landlord during the Term;
3. The headings and notes in this Agreement are for convenience only and are not part of its terms;
4. The Landlord's rights in this Agreement may be exercised by the Agent and the Landlord's Obligations may be delegated to the Agent, but ultimately it is the Landlord's responsibility to ensure that the Agent acts legally and responsibly, because the Landlord will be held responsible for the Agent's actions.

2 GRANT OF TENANCY

1. The Landlord agrees to let the Property to the Tenant for the Term at the Rent and on the terms set out in this Agreement.
2. The tenancy will be an assured shorthold tenancy under the Housing Act 1988 (as amended). The Tenant is notified that the Landlord will be entitled to recover possession of the Property when the Term ends (see clause 6).

3 JOINT TENANCY

1. If more than one person is named as the "Tenant", the tenancy shall be deemed to be a joint tenancy. The Landlord is entitled to treat the persons named as the "Tenant" as a group, and the Landlord is not obliged to deal with each person individually (although the Landlord may do so).
2. Each of the persons named as the "Tenant" can be held liable for all of the obligations imposed on the Tenant by this Agreement.
3. The person named as Lead Tenant in section D of this Agreement does not have any greater liability to the Landlord than any of the other persons named as Tenant.

4 TENANT'S OBLIGATIONS

4.1 Pay Deposit

1. On or before the date of this Agreement and before taking occupation of the Property the Tenant will pay the Deposit to the Landlord, to be held in accordance with section D of this Agreement.

4.2 Pay Rent

1. The Tenant will pay the Rent in advance installments by the Payment Method on the Rent Days.

4.3 Interest on late payment

1. If the Tenant fails to pay, within 14 days of the due date, any amount of Rent or other sum payable to the Landlord under this Agreement, the Tenant will pay the Landlord interest on that amount at the Bank of England's base rate, calculated from the due date until payment and the interest will be payable within 14 days of the date of the Landlord's invoice for the interest.

4.4 Default charges

1. If the Tenant fails to comply with the Tenant's Obligations, the Tenant will be liable to pay to the Landlord, in addition to any interest on late payment due under clause 4.3, the Landlord's proper and reasonable costs (including legal fees, court fees and other professional fees, VAT and out-of-pocket expenses) incurred in, or in contemplation of, enforcing the Landlord's rights and the Tenant's Obligations in this Agreement.
2. These costs will be payable within 14 days of the Landlord's invoice, and if not paid will carry interest in accordance with clause 4.3. The Landlord may charge against the Deposit all sums to which the Landlord is entitled by this clause and by clause 4.3.

4.5 Outgoings The Tenant will promptly pay (unless previously stated otherwise)

1. the Council Tax in respect of the Property for the Term (unless the Tenant is exempt); and
2. all charges for gas, electricity, water supply, drainage, data and telecommunications services consumed on or supplied to the Property during the Term, including standing and rental charges as well as charges for units consumed or used, unless these are included in the Rent

4.6 Use of the Property and Contents The Tenant will:

1. use the Property and the Contents carefully and properly, will not cause any damage, and will keep the inside of the Property, and the Contents, in as good condition as they were in at the start of the Term, with all the Contents returned to their original positions at the end of the Term;
2. not make any alterations to the Property, or additions to it, (and this includes hanging baskets, window boxes and other decorative fixtures; external aerial and satellite dish or installing cable television). Without first obthe Landlords permission
3. not decorate the Property;
4. take reasonable precautions to prevent water leaks in or from the Property, not block or put harmful, toxic or damaging substances into the sinks, baths, lavatories, cisterns or waste or soil pipes in the Property or allow them to overflow, and not leave the Property unoccupied when external temperatures are likely to fall below 3°C without keeping the property properly heated to prevent damage by freezing;
5. not bring any dangerous substances onto the Property or do anything which would be expected to invalidate the Landlord's insurance of the Property, or entitle the insurers to refuse a claim or increase the premium;
6. not do anything at the Property which is illegal or is a nuisance, disturbance or annoyance to other people in the neighbourhood and the Tenant will be responsible for the actions of anyone who is in the Property with the Tenant's permission;
7. not leave the entrance of the Property unlocked or windows open when there is nobody present or leave the Property unoccupied for more than 14 days without notifying the Landlord;
8. not add any locks or change any of the locks of the Property or have any duplicate keys made without the Landlord's prior written permission, which will not be unreasonably withheld, and return all keys to the Property at the end of the Term;
9. not keep any animal in the Property without the Landlord's prior permission, which does not have to be given unless the animal is to assist with a disability, and which may be withdrawn if the animal causes damage or is a nuisance;
10. not hang any clothes or other articles outside the dwelling except for hanging clothes to dry in any garden or yard at the Property which is suitable for the purpose;
11. not display any notices that are visible from outside the Property (other than temporary notices of a domestic nature such as a notice left for the milkman);
12. not store any of the Contents in any cellar or outbuilding which may be at the Property (unless they were there at the start of the Term),
13. pay for any Contents which are damaged, destroyed or lost during the Term and pay for any components of the Landlord's gas, electrical, heating or other appliances which become defective due to misuse;
14. promptly notify the Landlord if any glass is broken and pay for the damage if it was caused by the Tenant or by anyone at the Property with the Tenant's permission;
15. promptly, fully and accurately notify the Landlord of any disrepair at the Property for which the Landlord is responsible, and pay any wasted call-out charges the Landlord proves they have incurred as a result of the Tenant agreeing an appointment (made by the Landlord in writing) for workmen to attend and then failing to keep it or failing to allow access at the appointed time;
16. show proper consideration for others in the neighbourhood and, if keeping a car at the Property, not park so as to cause a nuisance or obstruction, or sound the car's horn without due course, or rev the engine or slam the doors late at night;
17. ensure that rubbish does not accumulate at the Property, and on collection days put out and bring in the bins; keep the bins clean, and contact the local authority for a replacement if a bin goes missing;
18. where possible, provide a crime reference number to the Landlord if the Tenant claims that any damage was not caused by the Tenant or anyone at the Property with the Tenant's permission;
19. not bring any motor vehicle or motor vehicle parts indoors, unless it is for assistance with a disability and specifically designed for indoor use but as long as the Tenant complies with the other parts of this clause 4.6 the Tenant shall not be responsible for fair wear and tear caused by normal use or for damage by risks insured under clause 5.4.

4.7 Allow entry by the Landlord

The Tenant will allow the Landlord (and anyone, within reason, whom the Landlord has authorised) at all reasonable times of the day during the Term, on not less than 24 hours prior notice (or at any time without notice in an emergency) to enter the Property where reasonably required for the purpose of:

1. any repairs or maintenance for which the Landlord is responsible;
2. examining the state and condition of the Property and/or the Contents;
3. carrying out any cleaning, maintenance or repair for which the Tenant is responsible, but has failed (after being given proper notice under clause 4.8)to do;
4. showing the Property to prospective purchasers or to prospective tenants

and the Tenant will be liable to pay any wasted call-out charges the Landlord proves they have incurred as a result of the Tenant agreeing an appointment (made by the Landlord in writing) for workmen to attend and then failing to keep it or failing to allow access at the appointed time;

4.8 Notice to remedy breach

If the Landlord gives the Tenant written notice requiring the Tenant to rectify any breach of the Tenant's Obligations, the Tenant will ensure compliance within the timescale specified in the notice (which may be immediately). If the Tenant does not comply within the specified timescale, then the Landlord (using workmen if required) shall be entitled to enter the Property on giving 24 hours notice (or no notice in an emergency situation) and carry out all work reasonably necessary to achieve compliance. The Landlord will then be entitled to recharge the proper and reasonable costs of the work that has been done to the Tenant, including callout charges which the Landlord incurs if the Tenant refuses access or fails to keep an appointment after being given proper notice.

4.9 Tenancy not to be transferred

1. The Tenant will not transfer this tenancy or, sublet, charge or part with or share possession of the whole or any part of the Property, take in lodgers, or share occupation of the Property with any person, other than up to 2 guests for a maximum stay of 7 consecutive nights
2. If any occupier wishes to leave the Property before the end of the Term, the Tenant should follow this procedure:
 1. the leaver should agree with the other occupiers on a suitable replacement resident, if one can be found;
 2. the leaver should agree with the remaining occupiers what s/he is liable to pay for or contribute towards (including utilities and any damage) and make appropriate payment arrangements;
 3. if no suitable replacement can be found, the remaining occupiers should make sure the leaver continues to pay their share of the Rent and other charges, and leaves appropriate contact details and bank information;
 4. if a suitable replacement is found, the leaver, the remaining occupiers and the replacement should agree how Rent and other charges should be apportioned among them and ask the Landlord to prepare a new tenancy agreement for the remainder of the Term;
 5. all parties should agree how the leaver's share of the Deposit should be dealt with and the Landlord should notify any change in the Tenant's details to the scheme administrator;
 6. the replacement occupier pays the Landlord a sum equal to the leaver's share of the Deposit, to be held in accordance with the rules of the deposit protection scheme set out in section D of this Agreement

4.10 Private residential use only

The Tenant will not carry on any business whatsoever at the Property but will use it only as a private residence and place of study for the Tenant.

4.11 Notices

The Tenant will promptly give to the Landlord a copy of any notice, order or legal proceedings relating to the Property received by the Tenant from any local or public authority or other party.

4.12 At the end of the Term

1. The Tenant will at the end of the Term (however and whenever it ends);
2. ensure that the Property is completely clean and tidy and is in the condition required by these terms; and
3. if requested, attend an inspection of the Property to be carried out by or on behalf of the Landlord;
4. give the Landlord vacant possession of the Property (this includes removing all the Tenant's possessions);
5. hand to the Landlord all keys to the Property;

5 LANDLORD'S OBLIGATIONS

5.1 Implied obligations

Many of the Landlord's obligations are imposed by law. These implied obligations are binding, even though they may not be expressly referred to in this Agreement. A solicitor, the students' union or a citizens' advice bureau can be asked to advise landlords or tenants about the Landlord's implied obligations, which include (among other things) an obligation to:

1. have all gas appliances at the Property checked and certified annually,
2. ensure the electrical wiring at the Property is satisfactory;
3. be licensed if the Property houses 5 or more people from 2 or more households on 3 or more floors (and comply with the conditions of the licence and the additional regulations that apply to HMO licence holders)

5.2 Not to interrupt Tenant's occupation

1. The Landlord will give the Tenant exclusive uninterrupted occupation of the Property during the Term for as long as the Tenant complies with the Tenant's Obligations in this Agreement.
2. The Landlord will not carry out any works at the Property unless (i) the Landlord has an obligation to carry them out in this Agreement, or (ii) the Tenant has agreed that the works may be carried out.

5.3 Main Repairs and Cleaning The Landlord will:

1. keep in good repair and decoration the structure and exterior of the Property (including drains, gutters and external pipes and any outbuilding, garden, boundary fence, hedge or boundary wall);
2. keep in repair and proper working order the installations at the Property 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 unless they are covered by (c), (d) or (e) below);
3. keep in repair and proper working order the installations in the Property for space heating and heating water; and
4. keep all mains electrical equipment provided with the Property safe and correctly installed and maintained;
5. comply with all relevant legislation affecting the Property or its occupiers
6. ensure that at the start of the tenancy the Property is in good, clean and tenantable condition

but this does not include remedying any damage caused by the Tenant unless (i) the cost is met by insurance or (ii) the cost is met by the Tenant or (iii) the Landlord has a statutory obligation to repair immediately.

5.4 Damage to the Property, and insurance The Landlord will:

1. arrange for the Property (but not the Tenant's possessions) to be insured; and
2. use all reasonable efforts to arrange for any damage caused by an insured risk to be remedied as soon as practicable; and
3. explain the main terms of the insurance policy to the Tenant, if requested

but (ii) will not apply if the insurers refuse to pay out the policy monies because of anything the Tenant (or any person at the Property with the Tenant's consent) has done or failed to do in breach of the Tenant's Obligations under this Agreement.

(If the Property at any time is uninhabitable or inaccessible, the Landlord is not obliged to re-house the Tenant while repair work or rebuilding is being done, but the Landlord will:

4. refund to the Tenant any Rent (or a fair proportion according to the extent and nature of the damage) already paid by the Tenant for the period between damage and restoration; and
5. suspend or reduce any further payments of Rent falling due in this period, in a fair and reasonable way, depending on the nature and extent of the damage

PROVIDED in each case that neither the Tenant, nor any person at the Property with the Tenant's permission, caused the damage or invalidated the Landlord's insurance.

6. If the Property is damaged so as to be completely uninhabitable or inaccessible, and it is unlikely (in the opinion of a reasonable person) to be fit for habitation and use before the end date, the Tenant shall be entitled to give written notice to the Landlord terminating this Agreement. Termination of the Agreement under this clause will not affect the Landlord's right to claim against the Tenant for any breach of the Tenant's Obligations arising before the Property became uninhabitable, nor will termination affect the Tenant's right to claim a refund of any pre payments which relate to a period after the damage occurred. The Tenant's rights in this clause only apply if neither the Tenant, nor any person at the Property with the Tenant's permission, caused the damage or invalidated the Landlord's insurance.

5.5 Approved code of standards

Where the Landlord has represented to the Tenant that the Landlord and the Property comply with an approved code of standards, the Landlord will give the Tenant a copy of the relevant code and will comply with it.

5.6 Deposit

1. The Landlord will arrange for the Deposit to be placed in an approved Tenancy Deposit Scheme within 14 days of receipt and will arrange for it to be refunded to the Tenant once the Tenant has vacated the Property at the end of the Term (however it ends).
2. The Landlord shall be entitled to claim from the Deposit:
 - a. any unpaid Rent; the cost of remedying breaches of any of the Tenant's Obligations under this Agreement (including
 - b. interest, unpaid costs and fees); and
 - c. compensation for the Tenant's use and occupation of the Property if the Tenant fails to vacate on the due date.
3. The Prescribed Information which the Landlord is required by law to give to the Tenant within 14 days of receiving the Deposit is set out in this Agreement

5.7 Invoice for charges

1. The Landlord is not required to invoice for the Rent, which is due on the Payment Days whether it has been formally demanded or not.
2. The Landlord will invoice the Tenant for any charges other than Rent which are payable under this Agreement, and the invoice will give the Tenant 14 days from the date of the invoice in which to pay.

5.8 Address for service

For the purposes of sections 47 and 48 of the Landlord and Tenant Act 1987, the Landlord's address for service of all communications, including the service of legal proceedings is

Mr Gurdip.Singh. Dhaliwal 11 Hyde Park Corner Leeds LS6 1AF
and the Landlord will promptly give the Tenant written notice of any change of address

6 TERMINATION OF THIS AGREEMENT

6.1 Landlord's rights of termination

1. The Landlord is entitled to apply for a court order to evict the Tenant and/or any other person at the Property with the Tenant's permission:
 - a. Before or after the end date after serving a notice under section 8 of the Housing Act 1988 and stating one or more of the grounds listed in Schedule 2 of that Act;
 - b. On the end date after giving the Tenant not less than two months' notice under section 21 of the Housing Act 1988, requiring the Tenant to give up possession of the Property on the end date
 - c. After the end date and after giving the Tenant not less than two months' notice under section 21 of the Housing Act 1988, requiring the Tenant to give up possession of the Property on the day before a Rent Day
2. If the Rent is 14 days or more overdue and the Landlord reasonably believes that the Tenant no longer lives at the Property, and if that is a reasonable belief for the Landlord to hold in the circumstances, the Landlord shall be entitled to enter the Property and take possession of it without first obtaining a court order.

6.2 Tenant's rights of termination

1. At the end of the initial fixed term, the Tenant is entitled to terminate this Agreement by vacating the Property and returning the keys to the Landlord on the end date.
2. After the end of the initial fixed term, the Tenant is entitled to terminate this Agreement by giving to the Landlord at least one calendar month's written notice to expire at any time after the end date.
3. Before the end of the initial fixed term, the Tenant is not entitled to terminate this Agreement early unless the Tenant finds a replacement occupier who is reasonably acceptable to the Landlord. The following conditions apply to any early release of the Tenant from this Agreement:
 - a. the Tenant must make payment for, or put right to the Landlord's reasonable satisfaction, all subsisting breaches of the Tenant's Obligations before the replacement occupier moves into the Room
 - b. the replacement occupier must sign an agreement in similar terms to this one, for a period lasting at least until the end date

- c. the Tenant must pay the Landlord £50 for preparing a new tenancy agreement and checking die Inventory
- d. the Landlord and the Tenant must agree refunds and deductions from die Deposit, and sign the Deposit repayment forms;
- e. the replacement occupier must pay the Landlord a sum equal to the Deposit, to be held in accordance with the rules of the deposit protection scheme set out in section D of this Agreement

6.3 No refunds if Landlord not at fault If the Tenant vacates the Property before the end date

1. the Deposit will be allocated according to the deposit protection scheme rules set out in section D of this Agreement;
2. the Landlord has no other obligation to refund any pre-payments made by die Tenant unless die reason the Tenant vacates is because the Landlord is in serious or persistent breach of the Landlord's Obligations in this Agreement

6.4 Effect of Termination

Termination of this Agreement ends the Term but does not release the Tenant from any claim the Landlord may have against the Tenant for breach of the Tenant's Obligations in this Agreement.

7 FLATS AND MAISONETTES

1. Where the Property is part of a larger building or complex, die Tenant's Obligations set out in clause 4.6 apply also to me shared parts of that building or complex.
2. If the Property is subject to a service charge payable to a superior landlord, the Tenant will pay a fair proportion of the service charge (according to the number of rooms let or available to let in the Property) to the Landlord within 14 days of the Landlord's invoice for it.
3. If the Property is held by the Landlord on lease the Landlord will comply with its obligations in the lease and will use reasonable endeavours to enforce the Superior Landlord's obligations in the said lease.
4. Where damage is caused to a complex or building of which the Property forms part and it is not possible for the Landlord to identify who caused any damage to the shared areas, the Landlord shall be entitled to charge a fair and reasonable proportion of the cost of repairing the damage among the tenants in that building or complex, and the Tenant will pay their share of the costs to the Landlord within 14 days of the Landlord's invoice. This clause does not apply to damage caused by fair wear and tear or by an insured risk so long as the insurer does not refuse to pay because of a breach of the tenants' obligations.

SECTION C - SPECIAL LETTING TERMS

[NOTE: Use this space for any special terms which the Landlord and the Tenant have agreed to, such as the Landlord agreeing to carry out any work before or during the tenancy. The Landlord should specify in this section any parts of the Property which the Tenant is not authorised to use.]

SECTION D - THE DEPOSIT AND THE TENANCY DEPOSIT PROTECTION

SCHEME THE LANDLORD AND THE TENANT SHOULD ENSURE THE DETAILS IN THIS SECTION ARE COMPLETED AND THE LANDLORD SHOULD ATTACH A COPY OF THE TENANCY DEPOSIT PROTECTION SCHEME RULES, BEFORE SIGNING THIS AGREEMENT.

D1 By signing this Agreement the Landlord certifies that:

- a. The information provided to the Tenant in relation to the protection of the Deposit is accurate to the best of the Landlord's knowledge and belief; and
- b. The Landlord has given the Tenant the opportunity to sign any document containing information provided by the Landlord under The Housing (Tenancy Deposits)(Prescribed Information) Order 2007 (namely (this Tenancy Agreement and any leaflet provided by the scheme administrator) by way of confirmation that the information is accurate to the best of his knowledge and belief

D2 The Tenant will provide the Landlord with his/her forwarding address when the Tenant ceases to reside in the Property (whether this is before or after the end of the Tenancy Period). Until the Tenant provides the Landlord with such an address, the Landlord shall not be liable to the Tenant to return the Deposit or notify the Tenant of any belongings left at the Property or forward any mail to the Tenant. If the Landlord reasonably requests it, the Tenant will separately notify the scheme administrator of his/her forwarding address and confirm to the scheme administrator that the tenancy has ended. If the Tenant does not do so, the Landlord shall not be liable to the Tenant for ensuring that the Deposit is refunded.

D3 The Landlord and the scheme administrator shall only be liable for Deposit refunds by credit card or bank credit if the Tenant has notified the Landlord of any change in the relevant card or bank account details and neither the Landlord nor the scheme administrator shall be liable for any failure to credit the card or bank account as long as the Landlord has used the card or bank account details most recently provided by the Tenant.

D4 Except as provided in the Tenancy Agreement, the Landlord will not disclose the Tenant's forwarding address or card or bank account details to any 3rd party other than the scheme administrator or a person who has statutory powers to require the Landlord to make the disclosure.

D5 The Tenant acknowledges that delay or failure in providing the scheme administrator with a forwarding address and details of any change in card or account details is likely to result in a delay or failure in refunding the Deposit, and the Landlord and the scheme administrator will not be liable for that delay or failure if it happens.

D6 Only one of the following 2 paragraphs will apply to this tenancy. The Tenant must confirm, by initialing in column 3 alongside the applicable statement, which of clauses D6.a and D6.b applies to this tenancy and, if it is clause D6.b, the Tenant must complete all the requested details unless stated to be optional:

TENANT: Select one of the following two options (and **delete the option that is not appropriate**)

- a. The Tenant has paid the Deposit to the Landlord and is not under any obligation to pay the Deposit to anyone else at the end of the Term
- b. A third party has paid the Deposit to the Landlord on behalf of the Tenant and the Landlord and the scheme administrator should send a copy of the tenancy agreement, the DPS Terms and Conditions and any notice or correspondence relating to the Deposit to that third party as well as to the Tenant. The contact details of the third party are as follows, or such other details as the Tenant may in writing (including E-mail) subsequently communicate to the Landlord:

Full name:

Address:

Telephone:

E-mail (optional):

Fax (optional):

[**NOTE:** if more than one of the tenants has had their deposit paid by a third party, each tenant will need to give the details of their sponsor who paid the deposit, and attach the details to this tenancy agreement.]

D7 Where the chosen tenancy deposit protection scheme requires a lead tenant to be nominated, the Lead Tenant is the person named as such on the first page of this agreement, or such other person as the Tenants have nominated to the Landlord in writing.. The person named as Lead Tenant does not have any greater liability to the Landlord than any of the other persons named as Tenant. The Lead Tenant is responsible for:

- a. representing the interests of all the persons named in this Agreement as "Tenant";
- b. representing the interests of all any third party who has contributed to the Deposit; and
- c. fulfilling the Lead Tenant's responsibilities under the rules of the tenancy deposit protection scheme (attached to this Agreement).

D8 The Lead Tenant's responsibilities can be transferred to another member of the tenant group by giving notice to the Landlord stating who is standing down and who is being appointed in their place and telling the other members of the group about the change.

Additional Comments / Conditions

FOR INFORMATION ONLY

Continued on the next page, required signatures

SIGNED by or on behalf of The Landlord

SIGNED by the Tenant (if more than one person is the tenant, all must sign)

Tenant 1

Tenant 2

KEY COLLECTION (NOTE)

**All tenants must complete documentation
BEFORE KEYS WILL BE ISSUED
i.e. all agreement and
guarantee documents must be completed.**

FOR INFORMATION ONLY