

ASSURED SHORTHOLD TENANCY

AGREEMENT

For letting a dwelling on an Assured Shorthold Tenancy
under Part 1 of the Housing Act 1988 as amended by the Housing Act 1996.

Please note this tenancy agreement is an important document. It may commit you to certain actions for the period of any Fixed Element and beyond. Please ensure that if you do not understand your legal rights you consult a housing advice centre, solicitor or Citizens Advice.

This agreement is made the _____ day of _____ 20____

1 Particulars

1.1 Parties

1.1.1 The Landlord

Name: *LANDLORDS NAME*
Contact Address: 97 Wyeverne Road, Cathays, Cardiff, CF24 4BG
Contact Email address: admin@2let2.com
Contact Telephone Number: 02920 226222
Contact Fax Number: Not applicable

The "Landlord" shall include the Landlord's successors in title and assigns. This shall be the person who would be entitled to possession of the Property if the Tenant was not in possession and could be the current Landlord or someone purchasing or inheriting the Property.

1.1.2 The Tenant

TENANT NAME

Lead Tenant

Name: *TENANT NAME*

Current

Contact Address: *TENANT ADDRESS*

Telephone Number: *TENANT NUMBER*

Contact Email Address: *TENANT ADDRESS*

Contact Fax number: *TENANT FAX*

Post Tenancy

Contact Address: *TENANT ADDRESS*

Contact Telephone Number: *TENANT NUMBER*

Contact Email Address: *TENANT EMAIL ADDRESS*

Contact Fax Number: *TENANT FAX*

1.1.3 Relevant Person

Under the Housing Act 2004 any person or body that provides the Tenancy Deposit for an assured shorthold tenancy is called a Relevant Person. ~For this tenancy there is no Relevant Person as the Deposit is provided by the Tenant.

~The Relevant Person is:

Contact Address: *RELEVANT ADDRESS*

Contact Telephone Number: *RELEVANT NUMBER*

Contact Email Address: *RELEVANT EMAIL*

Contact Fax Number: *RELEVANT FAX NUMBER*

1.1.4 The Lead Tenant for this tenancy is the Tenant named first on this Tenancy Agreement. The Lead Tenant will represent the interests of all Joint Tenants and will act on their behalf specifically in connection with the completion of the Security Deposit Return documentation and any Statutory Declaration or Dispute Form. It is the responsibility of the Lead Tenant to agree with the Landlord's Agent the distribution of the Security Deposit at the end of the Tenancy. The Lead Tenant will be responsible for providing a valid forwarding address/ mail address for each Tenant.

This person will be responsible for communicating with 2let2 and receiving communication from 2let2 in regards to rental arrears, issues at the Property or with the tenancy, appointments, general administrative queries and also for the booking of viewings and inspections. It will be considered sufficient for the purpose of this contract to contact this individual in regards to any notifications which may be required by the contract.

Where the party consists of more than one entity or person the obligation apply to all are enforceable against them jointly and severally. Joint and several liability means that any one of the members of a party can be held responsible for the full obligations under the agreement if the other members do not fulfil their obligation.

The parties listed above understand that the Landlord or the Landlord Agent may provide their name, address and other contact details to third parties including, but not limited to, the Landlord, the Tenant, contractors, referencing companies, utility providers, the local authority and any appropriate Tenancy Deposit Scheme.

1.2 The Landlord's Agent

The "Landlord's Agent" shall mean 2let2 Ltd, Wyeveyn Road, Cathays, Cardiff, CF24 4BG tel: 02920 226 222 email: admin@2let2.com or such other agents as the Landlord may from time to time appoint.

1.3 The Landlord lets and the Tenant takes the Property for the Term at the Rent payable upon the terms and conditions of this agreement.

1.4 This agreement is intended to create an assured shorthold tenancy as defined in Part 1 of the Housing Act 1988 (including any subsequent amendments). These tenancies do not guarantee the Tenant any right to remain in possession at the end of the Fixed Term.

1.5 Proper

1.5.1 The Property is situated at and being *PROPERTY ADDRESS*

together with the fixture fittings, furniture and effects therein, and more particularly specified in the Inventory signed by the Tenant shall include the right to use, in common with others, any shared rights of access, stairways, communal parts, paths and drives.

1.5.2 This tenancy does not include the use or access to any areas such as garages, outhouses, sheds, unconverted attics, basements and any other uninhabitable areas that fall within the Property boundaries unless otherwise expressly stated in this agreement.

1.5.3 The Property is ~not let as a House in Multiple Occupation within the meaning of the Housing Act 2004. The Property does ~not require the Landlord to hold a Housing Act 2004 licence to be able to let it lawfully. The Tenant agrees not to use the Property in any way that changes either of these facts.

1.5.4 ~The Housing Act 2004 licence for this Property allows a maximum of ~ individuals from ~ separate families. The Tenant agrees to do nothing that would breach these requirements.

1.6 Term

1.6.1 The Term shall be from and including ~ to and including ~ (the Fixed Element)

1.7 Rent

1.7.1 The Rent shall be £*RENT* per month, payable in advance.

1.7.1.1 Any variation of Rent will be stipulated in this clause. If no variation is listed no variation has been agreed by the Landlord.

1.7.2 The Rent shall be paid clear of unreasonable or unlawful deductions or set-off to the Landlord's Agent by banker's standing order or such other method as the Landlord's Agent shall require.

1.7.3 The first payment of £*FIRST RENT* payable prior to the date of taking possession.

1.7.4 Thereafter the "Rent Due Date" will be the first day of each month during the Term of this agreement.

1.7.5 Rental payments overdue by more than 7 days will be subject to interest at the rate of 3% over the Bank of England Base Rate calculated from the date the payment was due up until the date payment is received.

1.7.6 Any person paying the Rent, or any part of it, for the Property during the Term shall be deemed to have paid it as agent, for and on behalf of the Tenant, which the Landlord shall be entitled to assume without enquiry.

1.7.7 It is agreed that if the Landlord or the Landlord's Agent accepts money after one of the conditions which may lead to a claim for possession by the Landlord (these are the conditions listed in clause 3 below) acceptance of the money will not create a new agreement and the Landlord will still, within the restriction of the law, be able to pursue the claim for possession.

1.7.8 Rent Increase

1.7.8.1 If for any reason the Tenant remains in possession of the Property or the lawful Tenant of the Property, for more than 12 months, then the Rent will increase once each year.

1.7.8.2 The first increase will be on the first Rent Due Date more than 30 days after the commencement date.

1.7.8.3 Subsequent increases will be on the first Rent Due Date more than 64 days since the last rent increase.

1.7.8.4 In clauses 1.7.8.2 and 1.7.8.3 the Rent will increase by the amount stated for the annual increase in the CPI (Consumer Prices Index as published by the Office of National Statistics) as quoted for the month two months prior to the month of the increase.

1.7.8.5 Not applying the rent increase at the first Rent Due Date more than 64 days after the commencement date, or the last rent increase date, will not then prevent the Landlord applying an increase on any future Rent Due Date.

1.7.8.6 In clause 1.7.8.5 the Rent will increase by the amount of the increase in the CPI (Consumer Prices Index) from two months before the start of the tenancy or the last increase whichever is the later, to the month two months prior to the month of the increase.

1.8 Security Deposit

1.8.1 The Security Deposit of £*SECURITY DEPOSIT* will be paid by the Tenant.

1.8.2 The Security Deposit will be paid to the Landlord's Agent.

1.8.3 No interest will be paid on the Security Deposit.

1.8.4 The Security Deposit has been taken for the following purposes

1.8.4.1 any damage, or compensation for damage, to the premises its fixtures and fittings or for missing items for which the Tenant may be liable, subject to an apportionment or allowance for fair wear and tear, the age and condition of each and any such item at the commencement of the tenancy, insured risks and repairs that are the responsibility of the Landlord.

1.8.4.2 The reasonable costs incurred in compensating the Landlord for, or for rectifying or remedying any major breach by the Tenant of the Tenant's obligations under the tenancy agreement, including those relating to the cleaning of the premises and its fixtures and fittings.

1.8.4.3 Any unpaid accounts for utilities or water charges or environmental services or other similar services incurred at the Property for which the Tenant is liable.

1.8.4.4 Any rent or other money due or payable by the Tenant under the tenancy agreement of which the Tenant has been made aware and which remains unpaid after the end of the tenancy.

1.8.4.5 The Security Deposit is held as security for the performance of the Tenant's obligations under this agreement and to compensate the Landlord for any breach of those obligations.

1.8.5 Subject to the MyDeposits scheme rules, the Security Deposit will be refunded within ten days, less any deductions, once the following have been completed:

1.8.5.1 the tenancy has ended and possession of the Property has been returned to the Landlord and

1.8.5.2 all keys, access devices, remote controls and parking permits have been returned and

1.8.5.3 both parties have confirmed their acceptance of any Security Deposit deductions and

1.8.5.4 confirmation has been received from the Local Authority that no clawback of Housing Benefit is due.

1.8.6 The Security Deposit is not transferable by the Tenant in any way.

1.8.7 The Security Deposit will be protected by MyDeposits, in accordance with the relevant scheme rules. The scheme rules and alternative dispute resolution rules governing the protection of the Security Deposit, including the repayment process, are provided and can also be found at www.mydeposits.co.uk.

- 1.8.8 In the event that the total amount lawfully due at the end of the tenancy exceeds the amount of the Security Deposit, the Tenant shall reimburse the Landlord's Agent the further amount, within 14 days of the request being made.
- 1.8.9 The Security Deposit will be refunded, less any deductions, to the Lead Tenant (as per clause 1.1.4) this will be considered a full and final refund. Returned Security Deposit money will be sent to the bank account specified in the Instruction for the Return of the Security Deposit part of this tenancy. It will then be up to the parties forming the Tenant to decide how it will be divided amongst themselves.

1.9 Rights of Third Parties

The parties intend that no clause of this agreement may be enforced by any third party, other than the Landlord's Agent, pursuant to the Contracts (Rights of Third Parties) Act 1999.

1.10 Permissions

Where Permission is required by the Tenant:

- 1.10.1 Permission, if granted, will be in writing from either the Landlord or the Landlord's Agent.
- 1.10.2 Permission, if sought by the Tenant, will not be unreasonably withheld.

2 Legal Notices

2.1 Section 47

Under section 47 of the Landlord and Tenant Act 1987 the address of the Landlord is stated to be in clause 1.1.1 of this agreement. An address within England and Wales for service of notices is as clause 2

2.2 Section 48

Until you are informed in writing to the contrary, notice is given pursuant to section 48(1) of the Landlord and Tenant Act 1987 that your Landlord's address for the service of notices (including notices in proceedings) is as follows:

97 Wyeverne Road, Cathays, Cardiff, CF24 4BG

If the Tenant wishes to serve notice to end the tenancy, this is the address to which it must be sent.

2.3 Notice service

- 2.3.1 Any notice given by or on behalf of the Landlord or any other document to be served on the Tenant shall be deemed to have been served on the Tenant if it is:
- 2.3.1.1 left at the Property during the Term or the last known address of the Tenant at any time or
 - 2.3.1.2 sent by ordinary post in a prepaid letter properly addressed to the Tenant by name at the Property during the Term or the last known address of the Tenant at any time or
 - 2.3.1.3 sent by Recorded Delivery in a prepaid letter properly addressed to the Tenant by name at the Property during the Term or the last known address of the Tenant at any time or
 - 2.3.1.4 personally served on the Tenant or any person making up the Tenant.
 - 2.3.1.5 supplied via electronic means, including to any email address listed in clause 1.2, at any time.
- 2.3.2 Any notice given by the Tenant or any other document to be served on the Landlord shall be deemed to have been served on the Landlord if it is:
- 2.3.2.1 left at the office of the Landlord's Agent during the Term only or the last known address of the Landlord's Agent at any time or
 - 2.3.2.2 sent by ordinary post in a prepaid letter, properly addressed to the Landlord at the address in clause 2.2 or
 - 2.3.2.3 sent by Recorded Delivery in a prepaid letter, properly addressed to the Landlord at the address in clause 2.2 or
 - 2.3.2.4 personally served on the Landlord or any person making up the Landlord or acting on behalf of the Landlord.
 - 2.3.2.5 supplied via electronic means, including to any email address listed in clause 1.1, at any time.
- 2.3.3 If any notice or other document is served in person or left at the address in 2.3.1.1 or 2.3.2.1, service shall be deemed to have been on the day it was left.
- 2.3.4 If any notice or other document is sent by post it shall be deemed to have been served 48 hours after it was posted.
- 2.3.5 If any notice or other document is served by electronic means, including email, in 2.3.1.5 or 2.3.2.5, service shall be deemed to have been served on the day it was sent.
- 2.3.6 An email serving a notice or document shall be deemed served if delivered to a junk, spam or other similar folder of the recipient's email account.

2.4 Post and Notices Received

- 2.4.1 The Tenant agrees to forward any correspondence addressed to the Landlord and other notices, orders and directions affecting the Landlord to the Landlord's Agent without delay. If a relevant Local Authority gives notice or makes an order in respect of the Property which the Tenant receives at the Property, the Tenant shall provide full

particulars to the Landlord's Agent promptly and as soon as reasonably practicable. Where appropriate, the Tenant should take all reasonable steps to comply with it, having first consulted with the Landlord (or Landlord's Agent) as is appropriate to the situation.

2.6 Criminal Convictions

- 2.6.1 The Tenant agrees to notify the Landlord's Agent of any convictions during the Term of this tenancy so that the Landlord can appropriately notify the insurance company.

3 Possession

- 3.1 Without limiting the other rights and remedies of the Landlord, the Landlord may seek to terminate the tenancy lawfully by obtaining a court order if:
- 3.1.1 the Rent or any part of it is in arrears, whether formally demanded or not, or
 - 3.1.2 the Tenant is in breach of any of the obligations under this agreement, or
 - 3.1.3 any of the grounds of Schedule 2 of the Housing Act 1988 apply (these grounds allow the Landlord to seek possession of the Property in specified circumstances, including rent arrears, damage to the Property, nuisance and breach of a condition of the tenancy agreement), or
 - 3.1.4 a notice is served under section 21 of the Housing Act 1988 (section 21 gives the Landlord a right to end an assured shorthold tenancy without any specific reason, normally after any Fixed Element has ended, or in operation of a break clause).

Tenants who are unsure of their rights should seek appropriate advice.

4 Tenant's Obligations

The Tenant agrees to:

4.1 Payments

- 4.1.1 Pay the Rent on the day and in the manner specified.
- 4.1.2 Pay a fair proportion of all charges, based on the length of the tenancy including water and sewerage charges, rates and assessments (but of an annual or recurring nature) and full gas, electricity, oil or solid fuel consumed on the Property (including all fixed and standing charges, including any Green Deal cost) and all charges for the telephone and broadband charges during the Term of this agreement. The Landlord is held responsible by law for the payment of any of these bills the Tenant agrees to refund the Landlord the amount covering the Term of this tenancy.
- 4.1.3 Pay for the reconnection of water, gas, electricity or telephone if the disconnection results from any act or omission of the Tenant or the Tenant's agents. The Landlord is not responsible for any connection charges for services such as gas, electricity, water, telephone if the services were not currently connected.
- 4.1.4 Pay the Council Tax, or any replacement taxation (even of a novel nature), in respect of the Property for the Term of this agreement, unless and until the tenancy is lawfully terminated.
- 4.1.5 The Tenant must not provide a cheque or other instrument that the bank then fails to honour.
- 4.1.6 Notify the relevant authorities and arrange and pay final accounts on possession being returned to the Landlord.
- 4.1.7 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.
- 4.1.8 If the Tenant breaches any conditions of this agreement the Tenant may be liable to pay damages to the Landlord for that breach, subject to any statutory limitations.

4.2 Repair

- 4.2.1 Keep the Property including a full of the Landlord's machinery and equipment clean and tidy and in good and tenable condition and decorative order, (reasonable wear and tear, items which the Landlord is responsible to maintain and damage for which the Landlord has agreed to insure, excepted).
- 4.2.2 Not permit any war, injury or damage to the Property, the Landlord's fixtures, fittings and appliances, nor make any alterations or addition to the Property or the style or colour of the decorations without Permission.
- 4.2.3 Notify the Landlord's Agent promptly of any wet rot, dry rot or infestation by wood boring insects.
- 4.2.4 The Tenant must not, and must not permit his friends or visitors to, do anything that may result in glass in the Property being broken.
- 4.2.5 Undertake promptly any repairs for which the Tenant is liable following any notice being served by the Landlord or the Landlord's Agent and if the Tenant does not carry out the repairs the Landlord may, after correct written notice, enter the Property, with or without others, to effect those repairs and the Tenant will pay on demand the reasonable costs involved.
- 4.2.6 The Tenant agrees to test all smoke and carbon monoxide alarms on a weekly basis, to clean the alarms on a three-monthly basis using the soft brush of a vacuum cleaner.
 - 4.2.6.1 That the Tenant shall be responsible replace the batteries (if any) as necessary in smoke detectors. Any faulty alarms should be reported to the Landlord's Agent.
- 4.2.7 Not alter the operation of, or disable, the smoke or carbon monoxide alarms.

- 4.2.8 The Tenant must not cause an avoidable call-out by a contractor (for example drains blocked by the Tenant's waste or boiler repair claims caused by not having any credit on a utility meter, or inappropriate or unauthorised use of any appliances).
- 4.2.9 The Tenant must attend any agreed appointments.
- 4.2.10 The Tenant must inform the Landlord's Agents of any repairs or breakdowns as soon as possible.

4.3 The Property

- 4.3.1 Promptly notify the Landlord's Agent in writing by letter to the address in para 2.2, or by email to the address in para 1.2, when the Tenant becomes aware of:
 - 4.3.1.1 any defect, damage or want of repair in the Property including any shared rights of access, stairways, communal parts, paths and drives, other than such as the Tenant is liable to repair in 4.2.1 above,
 - 4.3.1.2 any situation in the Property which may cause the Property not to be fit for human habitation.
 - 4.3.1.3 any loss, damage or occurrence which may give rise to a claim under the Landlord's insurance.
- 4.3.2 Where reasonable to do so, co-operate in the making of any claim under the Landlord's insurance.
- 4.3.3 Use the Property in the manner a responsible and conscientious Tenant would.
- 4.3.4 Ensure the windows of the Property are cleaned in a safe manner as often as necessary and in the last two weeks of the tenancy.
- 4.3.5 Not remove any of the Landlord's possessions from the Property or store them in any cellar or outside the main dwelling.
 - 4.3.5.1 Not to rearrange furniture from one to another room without Permission. This includes designating the use of rooms for example making a bedroom into lounge.
- 4.3.6 Not exhibit any promotional poster or notice so as to be visible from outside the Property.
- 4.3.7 Not affix any notice, sign, poster or other thing to the internal or external surface of the Property in such a way as to cause any damage. For example the use of Blue tac or adhesive pads will cause damage to the wall.
- 4.3.8 Not cause or unreasonably permit any blockage to the drains and pipe gullies and channels in or about the Property. Common causes of blockages for which the Tenant would be responsible would include, but are not limited to, putting fat down the sink, failure to remove hair from plungers and flushing inappropriate things (such as nappies, wet wipes (including "flushable" wet wipes) or sanitary towels) down the toilet.
- 4.3.9 Not assign, underlet or part with or share possession of the whole or any part of the Property without Permission.
- 4.3.10 Not permit any visitor to stay in the Property without written Permission.
- 4.3.11 Permit the Landlord and or the Landlord's Agent or others, after giving 24 hours' written notice and at reasonable hours of the daytime, to enter the Property:
 - 4.3.11.1 to view the state and condition and to execute repairs and other works upon the Property or other properties, or
 - 4.3.11.2 to show prospective purchasers the Property all times during the Term and to erect a board to indicate that the Property is for sale, or
 - 4.3.11.3 to show prospective tenants the Property and to erect a board to indicate that the Property is to let.
 - 4.3.11.4 to take photographs for use in promoting the Property for sale or rental or evidence of damage or breach of tenancy.
- 4.3.12 Where the Landlord or the Landlord's Agent has served a valid written notice of the need to enter to view the state and condition or to effect works (except in case of emergency when access shall be immediate), the Tenant agrees to them using their keys to obtain access. If the Tenant is unable to grant access to the Landlord or the Landlord's Agent.
- 4.3.13 Not add any aerial, antenna or satellite dish to the building without Permission.
- 4.3.14 Not change the locks (or internal locks) to any doors in the Property, nor make additional keys for the locks without Permission. All keys, access devices, remote controls and parking permits are to be returned when possession of the Property is returned to the Landlord. Where coded locks have been fitted not to tamper with or alter codes.
- 4.3.15 Ensure that the Property is kept secure at all times, locking doors and windows and activating burglar alarms as appropriate.
- 4.3.16 The Tenant must, except in the event of an emergency, ensure that when going outside the Property they have keys or other access devices to regain access.
- 4.3.17 The Tenant must ensure that the keys or other access devices are not kept or transported in such a way as the Property address can be identified if the keys or other access devices are lost or stolen.
- 4.3.18 Keep the Property, at all times, sufficiently well aired and warmed to avoid build-up of condensation and prevent mildew growth and to protect it from freezing weather. The Tenant is responsible for using a suitable cleaning product to regularly clean off and kill any mould spores or mildew which may appear in the property to prevent their spread. The Tenant agrees to pay attention in particular, but not exclusively, to the insides of cupboards and behind furniture and to ensure any problem is kept under control. Where there is excessive growth, this should be reported immediately to the Landlord's Agent.
- 4.3.19 Not block ventilators or extractors and not to turn off isolator switched provided in the Property.
- 4.3.20 Report to the Landlord's Agent any brown or sooty build up around gas appliances or any suspected faults with the appliances.
- 4.3.21 Not use any gas appliance that has been declared unsafe by a statutorily approved contractor, or disconnected from the supply.
- 4.3.22 Except as provided by the Landlord:
 - 4.3.22.1 Not keep, use or permit to be used on the Property any portable fuel burning appliance including oil stoves and paraffin heaters.

- 4.3.22.2 Not keep any other appliance against the terms of the insurance of the Property.
- 4.3.22.3 Not to light or use any candles, joss sticks or similar in the property
- 4.3.23 Be responsible for ensuring that any television used is correctly and continually licensed. This shall include should the Landlord provide a television.
- 4.3.24 Not keep motorcycles, cycles or other similar machinery inside the Property except in any defined outside area or garage.
- 4.3.25 Perform and observe all valid obligations, a copy of which has been provided to the Tenant, of any headlease or covenant on the Property save for those relating to the payment of rent or service charges and to refund to the Landlord all reasonable costs resulting from all claims, damages, costs, charges and expenses whatsoever in relation to any breach of these obligations.
- 4.3.26 Not keep any vehicle that is not validly licensed for use on the highway, any commercial vehicle, boat, caravan, trailer, hut or shed on the Property.
- 4.3.27 Not prop open any fire doors in the Property except by any built-in system that closes them in the event of a fire and not disable or interfere with any self-closing mechanism.
- 4.3.28 The Tenant agrees that all improvements, alterations, fixtures and internal finishes and additional services made or installed by the Tenant remain with the Property to the benefit of the Landlord. This does not prevent the Landlord charging for restoring the Property back to the condition it was at the commencement of the tenancy, fair wear and tear accepted.
- 4.3.29 Not do any cutting or chopping directly on the work surfaces in the kitchen or mark the work surfaces in any way but to always use a chopping board for that purpose.
- 4.3.30 Not to cause damage to the property by the inappropriate drying of clothes or other articles, examples over radiators or doors which can lead to condensation and damage surfaces.
- 4.3.31 Not to cause damage to surfaces or finishes by hanging coat hangers or similar, for example over radiators, doors or door and window furniture.
- 4.3.32 Where an oven grill is designed to be used with the door shut the Tenant shall not use the grill with the door open. Such use can cause damage to surrounding cupboards and the oven itself. The Landlord reserves the right to repair, at the Tenant's expense, any doors, units, drawer fronts or the oven itself where the finish has been damaged.
- 4.3.33 Toasters and kettles must not be used directly underneath kitchen wall units. Such use can cause damage to surrounding cupboards. The Landlord reserves the right to repair at the Tenant's expense, any units, doors or drawer fronts where the finish has been damaged.
- 4.3.34 Not to introduce any waterbed into the Property without Permission.
- 4.3.35 Comply with the control measures contained within the Legionella Risk documentation given at the commencement of the tenancy and notify the Landlord's Agent promptly if such control measures cannot be adhered to.
- 4.3.36 Not keep any cats or dogs on the Property. Not keep any other pet, animal, bird, reptile, fish, insect or the like on the Property, without Permission.
- 4.3.37 If pets have been kept at the Property ensure that the gardens are clear of all pet faeces, which must be disposed of in an appropriate manner and under no circumstances to be left in any waste bin or similar container within the Property.
- 4.3.38 Not allow children to live in the Property without Permission.
- 4.3.39 Keep the garden and grounds properly cultivated according to the season and free from weeds, in a neat and tidy condition with the lawns regularly mowed and edged, and shrubs and trees pruned but not alter the character or layout of the garden or grounds.
- 4.3.40 Not cause obstruction in any areas of any building of which the Property forms a part. The Landlord reserves the right to remove or have removed any such obstruction and, at his discretion, to charge the reasonable cost, payable on demand, to the Tenant for so doing.
- 4.3.41 The loft is not considered safe for the Tenant to access or use as storage. The tenant could be injured by falling off the ladder through the ceiling or on cables, pipes and other hazards in the loft. It is for insulation and services such as electrical cables and water tanks. Therefore the Tenant agrees not to access the loft space at the Property or use for storage or any other purpose.
- 4.3.42 Shelving should not be fitted without Permission.

4.4 General

- 4.4.1 Not permit or suffer to be done on the Property anything which may be, or may be likely to cause, a nuisance or annoyance to a person residing, visiting or otherwise engaged in a lawful activity in the locality. This responsibility includes the actions and behaviour of visitors and friends of the Tenant.
- 4.4.2 Not make or permit any noise or play any radio, television or other equipment in or about the Property between the hours of 10pm and 7am so as to be an audible nuisance outside the Property, subject only to the design and construction limitations of the building.
- 4.4.3 The Tenant shall not carry on any profession, trade or business at the Property including a "home business" as defined by section 43ZA Landlord and Tenant Act 1954 (or as defined by regulations made under that section), nor allow anyone else to do so, without prior Permission.
- 4.4.4 Not permit or suffer to be done on the Property anything that may constitute negligence, misuse or failure to act reasonably by the Tenant or any of his visitors or friends which may render the Landlord's insurance of the Property void or voidable (i.e. no longer providing cover), or which results in an insurance claim or increases the rate of premium for such insurance.

- 4.4.5 Not use, or suffer the Property to be used, for any illegal or immoral purpose (note, unauthorised taking or possession of controlled drugs is considered to be illegal for the purpose of this clause).
- 4.4.6 Promptly notify the Landlord's Agent if the Property becomes the subject of proceedings under the Matrimonial Causes Act 1973 or the Family Law Act 1996 and supply particulars of such proceedings to the Landlord on demand.
- 4.4.7 Have the use of all appliances provided in the Property, as listed in the inventory save those which are noted as not working. However, should any items require repair, or be beyond repair, the Landlord does not undertake to pay for any costs of repair or to replace the appliance, except those which the Landlord is required by law to maintain.
- 4.4.8 Not leave the Property vacant for more than 28 days without providing the Landlord's Agent with reasonable notice in advance.
- 4.4.9 Check the inventory and report any errors/deficiencies, returning a copy with any annotations/corrections as necessary within seven days.
- 4.4.10 Not change the supplier of utility services without Permission. If Permission is given, the Tenant will provide the Landlord's Agent with the new supplier's details including the Property reference number.
- 4.4.11 Not change the telephone number of the Property without Permission.
- 4.4.12 Ensure that all adult occupiers of the Property maintain a "Right to Rent" as defined by the Immigration Act 2014 at all times during the Term.
- 4.4.13 Not leave food or other material around that will attract vermin. The Tenant agrees to take reasonable steps to eradicate vermin where they are not present through any fault of the Landlord.
- 4.4.14 Not to make any changes to the electrical installation, for example by changing light fittings, switches or adding sockets. Any changes made in breach of this clause may compromise electrical safety and may require an electrical check and / or remedial works.
- 4.4.15 Reside in the Property as his only or principal residence. Any change in residence status must be notified to the Landlord's Agent and a new tenancy agreement drawn up if necessary.
- 4.4.16 Not disable or alter the operation or code of the burglar alarm.
- 4.4.17 Not to smoke (including vaping and shisha pipes) within any building on the Property and not to permit their friends, permitted occupiers or visitors to smoke within any buildings on the Property.
- 4.4.18 To place all refuse on the street for collection on the prescribed collection day and ensure that the area used to store refuse is maintained in a clean and tidy condition. Refuse collection information is available on the www.Cardiff.gov.uk website. Tenants are responsible for disposal of rubbish if it is not collected by the council.
- 4.4.19 To replace all bulbs, fluorescent tubes, fuses and replaceable fuses as and when necessary. To follow the manufacturers or Landlord's instructions (where instructions have been provided).
- 4.4.20 Not to adjust, alter or set the locks in such a way that when the door is closed the Tenant can no longer enter with a Key or a Code
- 4.4.21 The landlords agent will attend the property to complete periodic inspections no more frequently than quarterly.

4.5 Insurance

- 4.5.1 Be responsible for effecting any insurance that Tenant requires for their own possessions.
- 4.5.2 The Landlord does not provide an insurance cover for the Tenant's possessions.

4.6 End of tenancy

- 4.6.1 Return possession of the Property in the same good clean state and condition as it was originally provided to the Tenant, even if this is a different tenancy agreement, and make good, pay for the repair of, or replace all such items of the fixtures, fittings, furniture and effects as shall be broken, lost, damaged or destroyed during that time (reasonable wear and tear and damage for which the Landlord has agreed to insure excepted).
- 4.6.2 Return all keys, access devices, remote controls and parking permits to the Property (on the last day of possession or sooner by mutual arrangement).
- 4.6.3 Return all the mattress protectors, beds, carpets and curtains which have been soiled during the tenancy in the same condition as at the start of the tenancy (reasonable use thereof nevertheless excepted).
- 4.6.4 Leave the Property in the same state of cleanliness as it is listed in the inventory.
- 4.6.5 Leave the fittings, furniture and effects at the end of the tenancy in the rooms and places in which they were at the beginning of the tenancy.
- 4.6.6 Remove all rubbish from the Property and if provided place all council bins (food, general waste and recycling) in a suitable location within the Property boundary. If the Landlord has provided external bin storage the Tenant must ensure its clean and clear of rubbish.
- 4.6.7 The Tenant must keep the appointment to check the inventory at the end of the tenancy.
- 4.6.8 The Landlord is not liable to compensate the Tenant for any works the Tenant has carried out to the Property, whether carried out with or without Permission, unless the Permission to do the works specifically included an agreement to compensate the Tenant.
- 4.6.9 The Tenant agrees the Landlord or the Landlord's Agent may dispose of any goods left in the Property after the Tenant has vacated, in accordance with the Torts (Interference with Goods) Act 1977.
- 4.6.10 The Tenant agrees to cancel their standing order or other rent payment instruction once all rent has been paid.
- 4.6.11 All outstanding rent and charges arising from this tenancy must be paid in full.
- 4.6.12 A copy of the final utility bills for gas, electric and water along with evidence that the accounts have been cleared and closed must be provided. All meters relating to utility supplies must be returned as credit meters not as prepay meters.

- 4.6.13 Evidence of cleared and closed council tax account(s) or council tax exemption certificates for all tenants must be provided
- 4.6.14 A check out appointment must be booked with the office prior to the end of your tenancy you will be required to make a reservation for a 'Check out' in order that an accompanied check out can be completed with the Lead (or nominated Lead) Tenant. At this time all keys will need to be surrendered. It will be in the tenants best interest to attend this inspection if the Tenant does not attend a copy of the observations made at the checking out will be sent to the lead Tenant at their registered email address for them to check and confirm and return within 7 days. If we do not hear from the lead Tenant it will be assumed to portray an accurate description at the time of the checking out.
- 4.6.15 At least 14 days notice must be given for bookings of the final inspection and appointments are subject to availability.

5 Landlord's obligations

The Landlord agrees with the Tenant as follows:

- 5.1 To pay all assessments and outgoings in respect of the Property (except those for which responsibility is assumed by the Tenant under this agreement).
- 5.2 To allow the Tenant quiet enjoyment of the Property during the tenancy without any unlawful interruption from the Landlord or any person lawfully claiming under or in trust for the Landlord.
- 5.3 To return to the Tenant any Rent paid for any period while the Property is rendered uninhabitable by fire or other risk for which the Landlord has agreed to insure. However, the Landlord is under no obligation to rehouse the tenant or to pay for any alternative accommodation. If the Landlord or the Landlord's insurance does provide alternative accommodation, then the Rent will remain payable.
- 5.4 That the Landlord is the sole owner of the leasehold or freehold interest in the Property and all necessary consents to allow the Landlord to enter into this agreement (superior lessors, mortgage lenders or others) have been obtained in writing.
- 5.5 To maintain a comprehensive insurance policy with a reputable company cover the Property and the Landlord's fixtures, fittings, furniture and effects (including carpets and curtains), but not including the Tenant's belongings or liabilities for damage. This obligation will not override the responsibility of the Tenant to pay damages for breach of contract as claiming on insurance will increase the Landlord's premiums.
- 5.6 That the Landlord will not be responsible for any loss or inconvenience suffered as a result of a failure of supply or service to the Property, supplied by a third party, where such failure is not caused by an act or omission on the part of the Landlord.
- 5.7 The Landlord agrees to provide a copy of the freehold or head lease conditions affecting the behaviour of the Tenant.
- 5.8 Pay the Tenant's reasonable costs, reasonably incurred and which cannot be mitigated, if the Landlord or the Landlord's Agent fail to keep the appointment to check the inventory at the end of the tenancy and another has to be scheduled.
- 5.9 The Landlord agrees to fulfil the repair obligations contained within Section 11(1) of the Landlord and Tenant Act 1985. These are quoted below;
 - (a) to keep in repair the structure and exterior of the dwelling-house (including drains, gutters and external pipes);
 - (b) to keep in repair and proper working order the installations in the dwelling-house for the supply of water, gas and electricity and for sanitation (including basins, sinks, baths and sanitary conveniences, but not other fixtures, fittings and appliances for making use of the supply of water, gas or electricity); and
 - (c) to keep in repair and proper working order the installations in the dwelling-house for space heating and heating water.

6 Tenancy Deposit Protection Prescribed Information

- 6.1 The contact details for this scheme are as follows:

| | |
|------------------|--|
| Name | MyDeposits is administered by HFIS plc, trading as Hamilton Fraser |
| Address | 1st Floor, Premiere House, Elstree Way, BOREHAMWOOD, WD6 1JH |
| Telephone Number | 0333 321 9401 |
| Email Address | info@mydeposits.co.uk |
| Fax Number: | 08456 343403 |

- 6.2 The scheme supply a leaflet for tenants and the information in that leaflet is provided with this tenancy. Please see www.mydeposits.co.uk for further information provided by the scheme.
- 6.3 The Deposit will only be repaid at the end of the tenancy when the conditions in clause 1.8.5 and sub-clauses of the tenancy agreement have been completed and the Landlord and Tenant have agreed, or a dispute has been adjudicated by the alternative dispute resolution service, or on the order of a court.
- 6.4 If either party is not contactable at the end of the tenancy then the other party should contact MyDeposits for advice.
- 6.5 If the Landlord and Tenant do not agree with each other about the amount of the Deposit refund at the end of the tenancy they may either apply to MyDeposits for the free alternative dispute resolution service or seek a county court order for a judgement on their claim.
- 6.6 The scheme offers free dispute resolution for deposits they cover. Please see their web site for details of how and when to apply.
- 6.7 The Deposit value is as per clause 1.8.1.
- 6.8 The address of the Property is as per clause 1.5.
- 6.9 The contact details of the Landlord are as per clause 1.1.1.
- 6.10 The contact details of the Tenant are as per clause 1.1.2.

- 6.11 Information about any Relevant Person is in clause 1.1.3.
- 6.12 The reasons for possible deductions from the Deposit are listed in clause 1.8.
- 6.13 The parties forming the Tenant, declare that the Lead Tenant should represent all of them in any decisions regarding the Deposit and that the decision of the Lead Tenant will be binding on all the parties forming the Tenant in this tenancy agreement, subject to the rules of the scheme.

7 Housing Benefit

- 7.1 The Tenant agrees that the appropriate authority may discuss with the Landlord and the Landlord's Agent the details of any housing benefit, council tax or universal credit claims made at any time in relation to the renting of the Property.
- 7.2 If the Landlord or Landlord's Agent so requires and the rules allow it, the Tenant consents to any benefit being paid directly to the Landlord's Agent.
- 7.3 The Tenant agrees to refund to the Landlord or the Landlord's Agent any benefit overpayment recovery which is sought from the Landlord or the Landlord's Agent in respect of this tenancy, either before or after the Tenant has vacated the Property, where this creates a shortfall in the money owed to the Landlord or the Landlord's Agent.

8. Special conditions

- 8.1 The Tenant should make all communications relating to late rental payments or other matters relating to payment of the rent in writing or by email to accounts@2let2.com.
- 8.2 Should the Tenant not make payments on the appropriate date, the Landlord's Agent will contact the Property within five working days.
- 8.3 The Tenant is not entitled withhold rent nor make any deductions to their rent. Any dispute should be put in writing. This includes a reduction in rent due to repairs or breakdowns, nor those arising from the use of third party companies or skilled trades man (i.e. plumber or electrician).
- 8.4 The Tenant must refrain from blocking all hallways, fire doors and exits in the Property. The Tenant must not misuse any fire safety equipment in the Property any damage to equipment will be a breach of contract.
- 8.5 The Tenant is advised not to store valuable items within the Property during long periods of absence. All items remain the responsibility of the Tenant and 2let2 will not be responsible for items subject to loss, theft or damage.
- 8.6 The Tenant is responsible for any damages caused to the television should it be provided by the Landlord.

Key Collection/Checking in

Prior to moving into the Property the tenants are required to book a key collection appointment. It is not a requirement that all tenants are present but an appointment must be booked and confirmed with the office no less than seven days prior to any arrivals.

Upon arrival the tenant(s) will be issued with a copy of the inventory for the Property, they will be required to check the inventory at the Property. The Tenant will have seven days from the day the inventory is issued to make any reasonable amendments; any amendments must be made in the office with supporting photographs.

Moving Out

The final inspection is to be arranged with the Landlord/Agent and must be before the end of the tenancy. All items/belongings must be removed from the Property as no access will be provided after the checking out is completed. At least seven days notice must be given for bookings of the final inspection and appointments are subject to availability. We recommend tenants book as early as possible due to demand for certain slots.

Signatures

The Landlord or the Landlord's Agent sign this agreement to confirm acceptance of the terms within it and in accordance with Statutory Instrument 2007 No. 797 Regulation 2(1)(g)(vii), the Landlord certifies that the information provided about the Tenancy Deposit Protection prescribed information is accurate to the best of his knowledge and belief; and that the Tenant has had the opportunity to sign this document containing the information provided by the Landlord, by way of confirmation that the information is accurate to the best of the Tenant's knowledge and belief.

SIGNATURE OF LANDLORD

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

The Tenant signs this agreement to confirm acceptance of the terms within it and in accordance with Statutory Instrument 2007 No. 797 Regulation 2(1)(g)(vii)(bb), the Tenant confirms that the information provided for the Tenancy Deposit Protection prescribed information is accurate to the best of his knowledge and belief.

SIGNATURE OF TENANT

Example

Instruction for the return of the Security Deposit

It is agreed by the tenants that the returnable Security Deposit amount can be paid into the below account. 2let2 take no responsibility for the distribution of the money in between tenants and it will be the account holder's responsibility to receive and distribute the amount accordingly. It is agreed 2let2 will not be held liable for any loss suffered by tenants from the non-payment of the Security Deposit from the account holder specified below. The account must belong to a Tenant of the Property specified in this Agreement.

| | |
|----------------------|------------------|
| Account holders name | *ACCOUNT NAME** |
| Bank | *BANK* |
| Sort code | *SORT CODE* |
| Account number | *ACCOUNT NUMBER* |

SIGNED by the TENANT(s)

Example

Appointment of a Lead Tenant

All tenants will be required to appoint one lead Tenant. This person will be responsible for communicating with 2let2 and receiving communications from 2let2 in regards to rental arrears, Security Deposit related matters, issues at the Property or with the tenancy, appointments, general admin queries and also for the booking of viewings and inspections.

It will be considered sufficient for the purpose of the contract to contact this individual in regards to any notifications which may be required by the contract.

The person you appoint as Lead Tenant must be listed below along with all relevant contact details. It will be the responsibility of the Tenants to update any details (if they have changed) in writing. During the course of the Tenancy any correspondence will be forwarded to the rented Property unless directed in writing otherwise.

Name of Tenant *LEAD TENANT NAME*

Email *EMAIL ADDRESS*

Telephone number *TEL NUMBER*

Address *ADDRESS*

We hereby give permission to 2let2 to speak to the above named person in regards to matters related to that tenancy as specified above. We agree to disclose information relevant to the tenancy to this person.

SIGNED by the TENANT(s) :-