

# Assured Shorthold Tenancy Agreement

Provided under part 1 of the Housing Act 1988  
(as amended)

The agreement contains the terms and obligations of the tenancy. It sets out the legally binding obligations that you (the tenant) and we (the landlord) accept as soon as the agreement is signed by both parties.

You should read the agreement carefully. Make sure you want to agree to it all and that it contains everything you need. If you do not understand the agreement or anything in it, you should ask for an explanation before signing. Alternatively, you should consider asking for help from a solicitor, Citizen's Advice, or Housing Advice Centre.

## Section A – Main terms of the tenancy agreement

### This agreement is between us, the landlord

LANDLORD NAME of LANDLORD ADDRESS with Scarlett November Ltd of 6 Chaplains Walk, Chartham, CT4 7TY acting as agent.

### and you, the tenant (if there is more than one, they are jointly and separately liable)

TENANT NAME

**We will let out** TENANCY PRIMARY TENANT ROOMS at PROPERTY ADDRESS STREET

### Tenancy type

The agreement is for an assured shorthold tenancy.

### Rent

You must pay TENANCY RENT rent in advance in total every calendar month.

The first payment must be made by TENANCY DATE START

Subsequent rent payments must be paid in advance by the TENANCY MONTHLY RENT DAY every calendar month while the tenancy lasts.

Payment must be made in cleared funds to: Name: J J Fay • Account number: 51345331 • Sort Code: 60-09-16

### Term

The agreement is for an initial fixed term of TENANCY PERIOD starting on TENANCY DATE START at 4pm and ending at TENANCY DATE END at 10am. At the end of this time, if we have not received from you at least one calendar month's written notice expiring on the last day of the fixed term to terminate the agreement, then the tenancy will continue as a contractual periodic tenancy. At the end of the tenancy you must give up the room with full vacant possession by 10am.

The rental period for the contractual periodic tenancy will be the same as the rental period for which rent was last payable during the tenancy's fixed term.

The contractual periodic tenancy will continue until you or we terminate the tenancy in line with clause **8.0** of the agreement.

### Security deposit

You must pay the deposit of TENANCY DEPOSIT in full to Name: J J Fay • Account number: 51345331 • Sort Code: 60-09-16

It will be protected in a Government-approved scheme within 30 days of receipt in line with clause 5.0 of the agreement.

### Permitted occupiers

Nobody else is allowed to live in the room without our written permission.

### Shared facilities

We let the room along with any contents listed in the Inventory and Schedule of Condition given to you.

You are also entitled to use and access the following shared facilities and common parts while you rent the room: KITCHEN, LIVING ROOM, BATHROOM ...

## Utilities and Council Tax

You and we agree:

Broadband	We are responsible for paying the bill.
Council Tax	We are responsible for paying the bill.
Electricity	We are responsible; but you must pay us for your equal share of the usage above UTILITY CAP per annum per house (adjusted pro-rata if your contract duration is less than a year)
Gas	We are responsible; but you must pay us for your equal share of the usage above UTILITY CAP per annum per house (adjusted pro-rata if your contract duration is less than a year)
Water charges including sewerage and other environmental services	We are responsible; but you must pay us for your equal share of the usage above 160 cubic meters of water and 160 cubic meters of sewerage per annum.
Television licence	You are responsible for paying the bill from the supplier
The above figures are calculated using an average energy consumption calculator specific to each household. <a href="http://www.great-home.co.uk/average-energy-consumption-calculator">www.great-home.co.uk/average-energy-consumption-calculator</a>	
If you are responsible for paying a bill, this includes contacting the local billing authority or the service provider to ensure they know you are liable to pay it.	

## Right to rent

It is a condition of this tenancy that you and anyone living in the room must have a 'right to rent' as set out in Section 22 of the Immigration Act 2014.

## Contact details

If you need to contact us

Write to us at:	6 Chaplains Walk, Canterbury, CT4 7TY
Email us at:	<a href="mailto:hello@canterburyhouses.com">hello@canterburyhouses.com</a>
Phone us on:	07954168304
WhatsApp/SMS	07954168304

If we need to contact you via email, we will do so at:

TENANT EMAIL

## Section B – Definitions and interpretation

“agent” means a company or person we have engaged to manage the property on our behalf, or anyone who later takes over our agent’s rights and obligations.

“Contents” means anything we provide as stated in the Inventory. This includes white goods, furniture, cutlery, utensils, implements, tools, equipment, and the fixtures and fittings.

“Emergency” means there is a risk to life or damage to the fabric of the property or their contents.

“fixtures and fittings” includes references to any fixtures, fittings, furnishings, effects, and floor, ceiling and wall coverings.

“house in multiple occupation/HMO” means that the property is let to a group of three or more people where at least two of them are unrelated.

“jointly and separately liable” means that if there are two or more tenants, you are each responsible for complying with the agreement’s obligations together and individually. We are free to seek to enforce these obligations or claim damages of any amount against one or more of you.

“landlord” includes anyone entitled to possession of the room when the agreement ends, as well as their successors in title or assignees.

“permitted occupier” means a person who is neither a tenant nor any other party to the tenancy. They have no right to the room but we have granted them permission to occupy it as a guest for a time during the tenancy.

“property” means the self-contained flat or house in which the room is located. It also includes any part or parts of the property’s boundaries, fences, garden and outbuildings that we own unless we have specifically excluded them from the agreement. To avoid doubt, if the obligations refer to the property they also refer to the room.

“rental period” means the time between rent due dates. For example, if the tenancy is weekly and rent is due on a Wednesday, the rental period will be from Wednesday to Tuesday. If the tenancy is monthly and rent is due on the 10<sup>th</sup> of each month, the rental period will be from the 10<sup>th</sup> to the 9<sup>th</sup> of the following month.

“room” means the specific room that we let under the agreement.

“Schedule of Condition” is a summary of the condition of the property or contents and usually includes a description of any faults, damage or missing items.

“tenancy” means the time between the start and the termination of the agreement. It includes any extensions or renewals we may have granted to you.

“us”, “our” and “we” mean the landlord.

“working day” does not include Saturdays, Sundays and bank holidays.

“you” and “your” mean the tenant.

A reference to one gender shall include a reference to the other genders.

A reference to a statute (e.g. an Act of Parliament such as the Landlord and Tenant Act 1985) or statutory provision (e.g. a section of an Act – for example section 11 of the 1985 Act) is a reference to it as it is in force for the time-being, taking account of any amendment, extension or re-enactment of the law concerned.

## Section C – Terms and conditions

We let the room and the contents to you for the tenancy on the letting terms in this agreement plus any addendum to it.

### 1. General Terms

- 1.1. If there is more than one tenant, you are all jointly and separately liable for the obligations in the agreement.
- 1.2. You must make reasonable efforts to ensure that no-one in your household or any visitor to the property breaches the terms of the agreement.

### 2. You Must:

#### Rent and other payments

- 2.1. Pay the rent on the days and in the way we have agreed.
- 2.2. Pay the charges for the Council Tax (or any similar charge that replaces it) to the relevant authority where you are liable for the charge, and any charges for utilities and other relevant suppliers that you are responsible for under this agreement.
- 2.3. Pay us all reasonable losses, fees, damage costs and expense we incur:
  - in recovering from you any rent and any other monies that is in arrears;
  - for the service of any notice regarding your breach of any of your obligations under the agreement whether or not the notice results in court proceedings;
  - for the cost of any bank or other charges if any cheque you have written is dishonoured or if any standing order or any other payment method is withdrawn by your bank;
  - as a result of any of your breaches of the agreement or in enforcing any provision of the agreement, including those about seeking possession of the room.
- 2.4. Pay interest at 3% above the Bank of England base rate on any rent or other money due under the agreement that is more than 14 days in arrears from the due date to the payment date.

#### Utilities

- 2.5. Inform us if you change supplier where you are responsible for paying a utility.
- 2.6. Not change the supplier where we are responsible for paying a utility.
- 2.7. Not change the utility meters for the property without our written permission (which we will not unreasonable withhold). If you do, we have the right to require you to return the meter to its original state at the end of the tenancy at your cost.

#### Use of the room

- 2.8. Occupy the room as your only or main home and behave in a tenant-like manner.
- 2.9. Take reasonable care of the room and common parts in the property.
- 2.10. Not move any landlord supplied furniture. You are liable to meet our reasonable costs for repair or replacement of any damage or weakening of furniture caused by the moving items.
- 2.11. Take all reasonable steps not to block or cause a blockage to the drains pipes, gutters and channels in or on the property.
- 2.12. Take all reasonable precautions to prevent condensations and mould growth by keeping the property adequately ventilated and heated.
- 2.13. Take all reasonable precautions to prevent frost damage to any pipes or other installations in the property.
- 2.14. Arrange suitable contents insurance that you need for your belongings. We have no liability to insure anything belonging to you.
- 2.15. Repair any damage that you have done deliberately or that was caused by the neglect or carelessness of you or anyone living in or visiting the property. This includes repairing damage caused in this way to the room, fixtures and fittings, contents, and the property.
- 2.16. Not use any parking facilities you are entitled to as part of the shared facilities for any purpose except to park a private motor car or motor bike with valid insurance and valid MOT certificate. (We do not allocate parking spaces and they are available for use of all tenant).
- 2.17. Not take a lodger or assign, sublet, part with or transfer to another person possession of the room, or any part of it, without our written permission, if you do (even if we give our permission), you will be legally responsible for carrying out a fully compliant 'right to rent check' as set out in Section 22 of the Immigration Act 2014 on any sub-tenants or other people living in the property.
- 2.18. Not use the property as anything other than a private home. However, you may work at home as long as you do not use the property to run a business and your home-working is purely incidental to using the property as your private home.

2.19. Not harass or act in an antisocial way to, or pursue a course of antisocial conduct against, any person on the neighbourhood. Such people include residents, visitors, us and our agents and contractors.

In particular, you must not:

- make excessive noise;
- fail to control pets properly or allow them to foul or cause damage to other people's belongings;
- allow other occupiers or visitors to the property (including children) to cause a nuisance;
- use the property or allow it to be used for illegal or immoral purposes;
- vandalise or damage the room or any part of the property's common parts or the neighbourhood;
- leave rubbish and recycling in unauthorised places or at inappropriate times;
- harass, threaten or assault any other tenant, member of the household, visitors, neighbours, us, our family members, our employees, our agent, or any other person or people in the property or neighbourhood for any reason. This includes behaviour due to that person's race, colour or ethnic origin, nationality, gender, sexuality, disability, age, religion or other belief, or other status;
- use or carry offensive weapons;
- use, sell, cultivate or supply unlawful drugs or sell alcohol; and
- store at or bring into the property any type of firearm ammunition including any replica or decommissioned firearms.

2.20. Not bring into the property any furniture, electrical equipment or other items that might be a hazard or cause damage or injury to the property or its other occupants.

2.21. Not bring into the property any dangerous or flammable goods, materials or substances apart from those needed for general household use; or store any heating fuel, paraffin, bottled gas or other gaseous fuel without our written permission.

2.22. Not to smoke tobacco or any other substance in the room without our written permission. To avoid doubt, we do not regard nicotine staining as fair wear and tear, it is strictly prohibited to smoke tobacco or any other substance in the property's common parts.

2.23. Not bring any animals or birds into the property without our written permission, if we grant permission, we can withdraw it at any time if we have a good reason.

2.24. Not put any damaging oil, grease or other harmful or corrosive substance into the washing or sanitary appliances or drains.

2.25. Not damage any of the property's common parts.

2.26. Not obstruct the fire escape or any of the property's common parts. We or our agent may remove any obstructions.

2.27. Not to do anything that would lead the property to require licensing by a local authority if it is not already so licenced, or that would lead to the breach of a condition of such a licence or statutory obligation associated with it.

### **Leaving the property empty**

2.28. Lock all the doors windows and switch on any burglar alarm whenever you leave the property unattended.

2.29. Tell us if the room is going to be empty for more than seven days in a row.

2.30. Flush through any water systems after any period when you leave the property unoccupied by running all taps and showers.

2.31. Not leave the property empty for more than 28 days without our written permission.

### **Conditions of the property**

2.32. Keep the inside of the room and the property's common parts (including the fixtures and fittings and the contents) in the same condition, cleanliness, repair and decoration as at the start of the tenancy (except for fair wear and tear); and to do those jobs that you would reasonably be expected to do including the cleaning of any sanitary appliances, shower wastes and windows as often as necessary.

2.33. Notify us as soon as reasonably possible of any defect in the property that comes to your attention.

2.34. Take all reasonable efforts to be at the Premises to allow contractors to carry out any maintenance or repairs which are the responsibility of the Landlord.

2.35. Replace any light bulbs, florescent tubes and batteries promptly and when necessary.

2.36. Replace promptly all broken glass with the same quality and style of glass.

2.37. Keep the exterior free from rubbish and recycling and place all rubbish and recycling containers in the allocated space for collection on the collection day. Rubbish and recycling containers should be returned to their normal storage places as soon as possible after the collection.

2.38. Take proper care of any shared facilities and clean them as appropriate after use.

2.39. Keep the garden tidy.

2.40. Not remove any of the contents from the property without our written permission (which we will not unreasonably withhold).

2.41. Not make any alternation or addition to the property or the electrical, gas or plumbing system or decorate or change the style or colour of the internal or external decoration, or erect or install any aerial, satellite dish or cable television without our written permission (which we will not unreasonable withhold). Any request for adaptations, auxiliary aids or services under the Equality Act 2010 must be made in writing to us.

2.42. Not damage the property, the fixtures and fittings, the contents or the electric, gas, or plumbing system.

- 2.43. Inspect any smoke or carbon-monoxide alarms in the property regularly, replacing any batteries if necessary.
- 2.44. Tell us as soon as possible if a fault arises in the smoke or carbon-monoxide alarms.
- 2.45. Ensure that any furniture and equipment you supply complies with the Furniture and Furnishing (Fire) (Safety) Regulations 1988 (as amended).
- 2.46. Not use door hangers and door stops to ensure all fire doors shut freely and securely.
- 2.47. Not use electrical items with unsafe leads.
- 2.48. Use all Landlord and Tenant supplied electrical appliances according to the manufacturer's safety instructions
- 2.49. Ensure electrical appliances especially hair dryers, straighteners and irons are turned off and unplugged from the mains when not in use.
- 2.50. Not overload electric sockets with too many appliances and if using extension cables, use a multi board on a lead and not a block adaptor or a coil wound extension cable. NEVER plug one extension cable into another.
- 2.51. Not use candles or other sources of open flame.
- 2.52. Not use portable or personal heaters, *this is to ensure all insurance policies on the Premises remain valid should any damage occur to the Premises.*
- 2.53. Not cook or prepare food in the bedrooms, this includes slow cookers, rice cookers, induction cookers, microwave cookers, camping stoves or any other method.
- 2.54. Not keep a refrigerator or freezer in your room.

### **Letters and notices**

- 2.55. Forward any notice, order, proposal or legal proceeding affecting the property or its boundaries to us promptly on receiving them.
- 2.56. Forward to us all correspondence addressed to the landlord at the property within a reasonable time.

### **Access to the property**

- 2.57. Allow us, our agent or our contractors to come into the room at all reasonable hours of the day to inspect its condition, do repairs or improvements, or perform any other obligations that we must do by law. We will give you at least 24 hours' written notice if we are going to enter the room.
- 2.58. Let us enter the room immediately in an emergency.
- 2.59. Allow possible new tenants, valuers and buyers access to the room (on at least 24 hours' written notice) during the tenancy.

### **Keys and alarm codes**

- 2.60. Permit us and our agent to hold a set of keys or any other security devices necessary to enter the room in an emergency.
- 2.61. Not change the alarm codes or door locks or have any duplicate keys cut without our written permission. If you lose your keys or other security devices needed to access the room or the property, you are liable to meet our reasonable costs for replacement. This includes the cost of fitting any new locks that are needed.

### **Occupier's liability**

- 2.62. Verify the suitability of the property for you and members of your household including any gardens, fences, ponds or outbuildings, especially regarding the safety of pets and young children.
- 2.63. Take reasonable steps to protect guests and other visitors (especially children) from any hazards at the property, for example ponds, swimming pools, fences and electrical gates.

## **3. We agree to:**

- 3.1. Allow you to quietly possess and enjoy the room during the tenancy without interruption from us.
- 3.2. Pay all assessments and outgoings regarding the property that are our responsibility.
- 3.3. Ensure that any gas supply and appliances we supply comply with the Gas Safety (Installation and Use) Regulations 1998 (as amended).
- 3.4. Ensure that the property's electrical installations comply with the electrical Safety Standards in the Private Rented Sector (England) Regulations 2020.
- 3.5. Ensure that any furniture and equipment we supply comply with the Furniture and Furnishing (Fire) (Safety) Regulations 1988 (as amended).
- 3.6. Take reasonable steps to ensure that the property complies with the Homes (Fitness for Human Habitation) Act 2018.
- 3.7. Keep the gas, water, electricity, room-heating and water-heating installations in good repair and proper working order.
- 3.8. Keep in repair all mechanical and electrical appliances that form part of the contents (unless specifically excluded), unless the fault or failure is due to your act or failure to act.
- 3.9. Pay the service charges we are responsible for as specified in this agreement or any ground rent.
- 3.10. Keep the property insured against fire and other usual comprehensive risks as long as insurance cover is available on reasonable terms.



#### **4. At the end of the tenancy**

4.1. At the end of the tenancy you agree to:

- give up the room with full vacant possession by 10am;
- give up the room, the contents and our fixtures and fittings in as good condition as at the start of the tenancy (apart from fair wear and tear) and free from rubbish;
- clean to a professional standard, to the same standard to which the Premises and Fixtures and Fittings were cleaned prior to the start of the Tenancy.
- allow us or our agent to enter the room to do an inspection;
- leave the contents in the same position they were in at the start of the tenancy;
- return to us all sets of keys and other security devices and pay the reasonable costs of having replacement locks or other security devices fitted if not;
- remove all personal belongings including food and other perishable items; and
- give us or our agent a forwarding address at the end of the tenancy for easy administration and communication between parties, including easy return of the deposit

4.2. You agree to allow us to erect a 'to let' or 'for sale' sign at the property during the tenancy's last two months.

4.3. The Tenant must remove all possessions (including any furniture) belonging to the Tenant or any Member of the Tenant's Household or visitor and all rubbish from the Property at the end of the Tenancy. If any such possessions are left at the Property after the Tenancy has ended, the Tenant will be responsible for meeting all reasonable removal and storage charges. The Landlord will remove and store the possessions for one month (other than any perishable items which will be disposed of immediately) and will take reasonable steps to notify the Tenant. If the items are not collected within one month, the Landlord may dispose of the items and the Tenant will be liable for the reasonable costs of disposal. The costs of removal, storage and disposal may be deducted from any sale proceeds.

#### **5. The Deposit**

5.1. The deposit will be held by Scarlett November Ltd.

5.2. The deposit will be protected in a Government-approved tenancy deposit scheme, namely [mydeposits.co.uk](http://mydeposits.co.uk)

We can transfer the deposit to another Government-approved tenancy deposit scheme or change the person who holds the deposit (unless it has been paid into a Government-approved custodial tenancy deposit scheme). If we do this, we will inform you in writing.

5.3. You will get back the deposit when this agreement ends and you leave the room, as long as you have kept to all the conditions of this agreement. If you do not do so, we may take from your deposit:

- any rent or other money due or payable by you under the agreement of which you have been made aware and which remains unpaid after the tenancy ends;
- the reasonable costs of compensating us for, or for rectifying or remedying, any breach by you of your obligations under the agreement, including those on the cleaning of the property or its fixtures and fittings and the removal or storage of any goods that you leave behind when the tenancy ends;
- any unpaid bills or charges for electricity, gas, phone, water, communication services and Council Tax incurred at the property that you are responsible for paying under the agreement if we have incurred a loss because you have not paid;
- any damage or compensation for damage to the property or its fixtures and fittings or for missing items for which you may be liable, subject to an allowance for fair wear and tear, the age and condition of any such items at the start of the tenancy, and any insured risks and repairs that are our responsibility.

5.4. If the deposit is not enough, you must pay us the amount needed to cover all costs, charges and expenses properly due.

#### **6. Effect of termination**

6.1. Termination of this agreement ends the tenancy but does not release you from any outstanding obligations or from any obligation that you breached before termination.

#### **7. Serving notices and other prescribed information**

7.1. If we need to serve any notice on you, including any notice that the law tells us we must give, we will deliver it by hand or send it to you by first-class post to the property address. This means that notices are served on you once they are put through your letter box, even if you do not receive them because you have moved. If you give us another address to send notices to, any notice served at that address will be valid if it is posted by first-class post or left at that address.

7.2. You agree that we may serve on you the How to Rent Guide, Gas Safety Inspection Report, Electrical Installation Condition Report, Energy Performance Certificate, and Prescribed Information regarding the Government-approved tenancy deposit scheme as in clause 7.1 or via email to the email address on page 2 of this agreement.

7.3. Any notices you need to serve on us can be sent by first-class post or delivered to our address at:  
6 Chaplains walk, Canterbury, Kent, Ct4 7TY

*Alternatively you may email notices to: [hello@canterburyhouses.com](mailto:hello@canterburyhouses.com)*

7.4. Any notices sent in line with clause 7.0 will be treated as received;

- in the case of first-class post, two working days after service;
- if the notice is left at the property before 4.30pm on a working day, on the same day;
- if the notice is left at the property at any other time, on the next working day.

## **8. Ending the tenancy**

8.1. To end the periodic continuation of the tenancy, you must give us written notice that you intend to leave to the address or the email address in clause 7.3. The notice must end on the last day of the rental period and must be long enough to be considered valid. This means that for a tenancy where you pay the rent weekly, fortnightly or four-weekly, the notice period must be at least 28 days. If you pay the rent monthly, the notice must be at least one calendar month. To avoid doubt, notice served by one of you will end the periodic continuation of the tenancy for all of you.

8.2. We have the right to recover possession of the property by lawful means if:

- you fail to pay us rent 14 days after it is due, whether you have been asked for it or not;
- you (or any of you) become bankrupt;
- any of the grounds listed in Schedule 2 of the Housing Act 1988 apply (these include not paying rent, breaking a term of the tenancy and causing a nuisance or annoyance);
- the arrangements for us to repossess the property in section 21 of the Housing Act 1988 apply;
- the tenancy is not at that time an assured tenancy (including a shorthold) – for example, it is no longer the only or main home of the tenant or at least one of them if the tenancy is a joint tenancy.

This clause does not affect your rights under the Protection from Eviction Act 1977.

8.3. If you give us notice that you are going to leave the property before the fixed term of this agreement ends, you must pay our reasonable costs for reletting the property and continue to pay the rent in advance for each rental period until a new tenant moves in. We do not have to take back the property or the tenancy from you early unless we want to do so.

8.4. We give you notice that the property may be repossessed under Ground 1 or Ground 2 in Schedule 2 to the Housing Act 1988

## **9. Conditions specific to a house in multiple occupation (HMO)**

9.1. You, permitted occupiers and any guests you bring to the property must not impede us, our contractors or our agent in performing the duties imposed on us by legislation or a licence condition (if one applies). To avoid doubt, this includes refusing us, our contractors or our agent access at reasonable times to perform management duties.

9.2. You must ensure that any rubbish and recyclable waste is stored and disposed of in the appropriate container as instructed by the local authority.

9.3. You must inform us if the containers that we or the local authority have provided for waste disposal are insufficient to store all the waste from the property.

9.4. You must give us any reasonable information that we, our agent or local authority require to perform HMO management duties.

9.5. You must comply with any reasonable requests or instructions we, our agent or the local authority make to you in performing HMO management duties.

## **10. Complaints**

10.1. The Tenant should put complaints in writing to [hello@canterburyhouses.com](mailto:hello@canterburyhouses.com).

10.2. In the event that the Tenant's complaint is not resolved within 8 weeks of the date on which the Tenant made the complaint in writing, complaints can be escalated to the Property Redress Scheme, of which the Agent is a member – [www.theprs.co.uk](http://www.theprs.co.uk).



## Signatures to the Agreement

**\*\*DO NOT SIGN THIS AGREEMENT IF YOU DO NOT WANT TO BE BOUND BY IT\*\***

### Between us, the landlord

Signature

Full Name

Date

### And you, the tenant

Signature

Full Name

Date

DRAFT