

LETTINGS

# Assured shorthold tenancy agreement



**ASTON  
VAUGHAN**  
Sales and Lettings

**DATED**

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**ASSURED SHORTHOLD TENANCY AGREEMENT**

**relating to**

**[description of the property]**

**between**

**[Landlord]**

**and**

**[Tenant]**

This agreement is dated [DATE]

## Parties

- (1) [NAME] of [ADDRESS] [TELEPHONE NUMBER] (Landlord)
- (2) [INDIVIDUAL NAME] of [INDIVIDUAL ADDRESS] [TELEPHONE NUMBER] [EMAIL ADDRESS] (Tenant)

## Agreed terms

### 1. Interpretation

The following definitions and rules of interpretation apply in this agreement.

#### 1.1 Definitions:

**Agent:** means Aston Vaughan whose address is 230 Eastern Road Brighton BN2 5JJ and being the company responsible for letting or managing the Property.

**Contents:** the furniture, furnishings, fixtures, fittings or effects, floor, ceiling or wall coverings and any other items set out in the Inventory and Schedule of Condition.

**Deposit:** £[AMOUNT] and means the money held by the Landlord or Agent in a stakeholder capacity during the Tenancy in case the Tenant fails to comply with the terms of this Agreement.

**First Rent Payment Date:** [DATE]. (For period x – x)

**HA 1988:** Housing Act 1988.

**HA 2004:** Housing Act 2004.

**Insured Risks:** means fire, explosion, lightning, earthquake, storm, flood, bursting and overflowing of water tanks, apparatus or pipes, impact by aircraft and articles dropped from them, impact by vehicles, riot, civil commotion and any other risks against which the Landlord decides to insure from time to time and Insured Risk means any one of the Insured Risks.

**Interested Persons:** means process servers, enforcement officers, bailiffs, local authorities, utility providers, debt collectors and judgment creditors and their legal advisers or agents.

**Inventory and Schedule of Condition:** the list of Contents and description of the condition of the Property, which shall be given to the Tenant at the start of the Tenancy.

**Lawful Occupiers:** any person allowed to live at the Property under licence to the Tenant and whereby no tenancy is created between the licensee and the Tenant, nor the licensee and the Landlord.

**LTA 1985:** Landlord and Tenant Act 1985.

**Property:** [ADDRESS] and includes any part or parts of the building boundaries fences garden and outbuildings belonging to the Landlord unless they have been specifically excluded from the Tenancy. When the Tenancy is part of a larger building the Property includes the use of common access ways and facilities.

**Rent:** £[AMOUNT] per [week OR month OR 6-monthly in advance OR annually etc].

**Rent Payment Dates:** the [INSERT AGREED RENT PAYMENT DAY] day of each [week OR month or 6-monthly in advance or annual date etc].

**Scheme Administrator:** administrator of either a custodial or insurance TDS.

**Stakeholder:** means a person or body who holds the Deposit at any time from the moment it has been paid by the Tenant until its allocation has been agreed in writing by the parties to the tenancy agreement, determined by the ADR process, or ordered by a court.

**TDS:** tenancy deposit scheme, as defined in section 212(2) of the HA 2004.

**Tenancy:** the tenancy created under this agreement and any statutory periodic tenancy arising under section 5(2) of the Housing Act 1988 or any contractual periodic tenancy that arises after the Term has expired.

**Term:** a fixed term of [NUMBER] [months OR years] from and including [DATE].

**Working Day:** any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.

- 1.2 Clause headings shall not affect the interpretation of this agreement.
- 1.3 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality) and that person's legal and personal representatives, successors and permitted assigns.
- 1.4 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.5 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.6 A reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time.

- 1.7 A reference to a statute or statutory provision shall include all subordinate legislation made from time to time under that statute or statutory provision.
- 1.8 A reference to an agreement is a reference to this agreement.
- 1.9 A reference to **writing** or **written** includes fax and email.
- 1.10 Any reference to the giving of consent by the Landlord requires the consent to be given in writing, signed by the Landlord.
- 1.11 Any obligation on a party not to do something includes an obligation not to allow that thing to be done and an obligation to use best endeavours to prevent that thing being done by another person.
- 1.12 References to clauses are to the clauses of this agreement.
- 1.13 A reference to the Landlord includes a reference to the person entitled to the immediate reversion to this Tenancy. A reference to the Tenant includes a reference to its successors in title and assigns.
- 1.14 Unless otherwise expressly provided, the obligations and liabilities of the parties under this agreement are joint and several. This means that where, for example, the Tenant is more than one person, they shall be liable for all sums due under the agreement, not just liable for a proportionate part.
- 1.15 The obligations of the Tenant arising by virtue of this agreement are owed to the Landlord. The obligations of the Landlord are owed to the Tenant.

## **2. Grant of the Tenancy**

- 2.1 The Landlord lets the Property to the Tenant for the Term.
- 2.2 This agreement creates an assured shorthold tenancy under Part I of Chapter II of the HA 1988.

### **3. Contents**

- 3.1 The Tenant shall keep the Contents in good and clean condition and shall return the Contents to the Landlord at the end of the Tenancy in the same state (except for fair wear and tear) as detailed on the Inventory and Schedule of Condition.
- 3.2 The Landlord and Tenant consent to the use of the Inventory and Schedule of Condition as evidence in any dispute arising in connection with the Deposit if the dispute is referred to an adjudicator according to the TDS in which the Deposit is held.

### **4. Rent**

- 4.1 The Tenant shall pay the Rent in advance on or before the Rent Payment Dates.
- 4.2 The Tenant shall pay the first instalment of the Rent on or before the First Rent Payment Date.
- 4.3 The Tenant shall pay interest at the rate of 4% per annum above Barclays Bank base rate on any rent lawfully due that is paid more than 14 days after the date on which it became due. The interest shall be payable from the date the rent should have been paid until the date the rent is actually paid.
- 4.4 The Tenant shall pay late rent charges at £60 (£50+VAT) for each instance of late rent payment (in full or in part) of more than 5 working days from due
- 4.5 The Tenant shall be in breach of this agreement if the Tenant fails to pay the Rent in accordance with this clause and the Landlord shall be entitled to use the statutory provisions contained in the HA 1988 or any other statutory remedies available to recover possession of the Property.
- 4.6 If the Property is damaged or destroyed by an Insured Risk so as to be unfit for occupation and use then, unless the damage or destruction was caused by the wilful actions, negligence or default of the Tenant, payment of the Rent shall be suspended until the Property is fit for occupation and use.

### **5. Deposit**

- 5.1 The Landlord acknowledges receipt of the Deposit from the Tenant.

- 5.2 The Deposit is held by the Agent as Stakeholder in a nominated client account. Any interest earned on the Deposit shall be retained by the Agent.
- 5.3 After the Tenancy the Agent on the Landlord's behalf is entitled, with the written consent of the Landlord and the Tenant, to deduct from the sum held as the Deposit any monies referred to in clause 5.6 of this Agreement.
- 5.4 After the end of the Tenancy the Agent on behalf of the Landlord shall return the Deposit to the Tenant (but subject to clause 5.6), except in case of dispute subject to any deductions made under the Agreement, as soon as administratively possible after the end of the Tenancy or any extension of it. The deposit (or appropriate balance) will be returned to the tenant by cheque, or bank draft or direct electronic bank transfer and where the tenant comprises more than one person, the deposit (or appropriate balance) will be returned to the first person named as 'Tenant' on the tenancy agreement, unless all the joint tenants give written instructions to the contrary.
- 5.5 If the amount of monies that the Landlord or the Agent is entitled to deduct from the Deposit exceeds the amount held as the Deposit, the Landlord or the Agent may require the Tenant to pay that additional sum to the Landlord or the Agent within fourteen days of the Tenant receiving that request in writing.
- 5.6 The Agent with the consent of the Landlord and the Tenant may deduct monies from the Deposit to compensate the Landlord or Agent for losses caused for any or all of the following reasons:
- (a) any damage to or cleaning of the Property and Contents caused by the Tenant or arising from any breach of the terms of this Agreement by the Tenant;
  - (b) any damage caused or cleaning required due to pets, animals, reptiles, birds, or fish occupying the Property (whether or not the Landlord consented to its presence);
  - (c) any sum repayable by the Landlord or the Agent to the local authority where housing benefit has been paid direct to the Landlord, or the Agent, by the local authority;
  - (d) any other breach by the Tenant of the terms of this Agreement;
  - (e) any instalment of the Rent which is due but remains unpaid at the end of the Tenancy;
  - (f) any outstanding invoiced amounts due from the Tenant;
  - (g) any unpaid account or charge for water, electricity or gas or other fuels used by the Tenant in the Property;



- (h) any unpaid council tax;
  - (i) any unpaid telephone charges;
  - (j) in respect of a Judgement set out in a Court Order where arrears or damages are awarded to the Landlord.
- 5.7 The Tenant shall not be entitled to withhold the payment of any instalment of Rent or any other monies payable under this Agreement on the ground that the Landlord, or the Agent, holds the Deposit or any part of it.
- 5.8 The Parties acknowledge that if the Landlord does not subscribe to his Agent's management service and a dispute arises over the return of the deposit then the Landlord's Agent will not become involved in attempting to resolve any such dispute but that either Party may submit the case to the Tenancy Deposit Scheme for adjudication by the Independent Case Examiner where rules allow.
- 5.9 The Deposit is protected by **My Deposits**  
1st Floor, Premiere House, Elstree Way, Borehamwood, Hertfordshire, WD6 1JH  
Tel: 0333 321 9401  
Web: <https://www.mydeposits.co.uk/>
- 5.10 As soon as is practicable at the end of the tenancy (but no later than *10 working days* from the tenancy expiry date) the Landlord or the Agent should inform the tenant whether any deductions are proposed.
- 5.11 If there is no dispute, the deposit will be allocated according to the deductions agreed. If agreement cannot be reached, any of the parties can refer the matter to **My Deposits** for adjudication. All parties agree to co-operate with the adjudication.
- 5.12 The statutory rights of the Landlord and the Tenant to take legal action through the County Court remain unaffected by clause 5.
- 5.13 There being multiple tenants, each of them agrees with the other(s) that any one of them may consent on behalf of all the others to use alternative dispute resolution through a tenancy deposit protection scheme to deal with any dispute about the deposit at the end of the tenancy.
- 5.14 The Landlord has provided within 30 days of the Deposit being received the information required under section 213(5) of the HA 2004 as set out in the Housing (Tenancy Deposits) (Prescribed Information) Order 2007 (SI 2007/797).



## **6. Use of Property**

### **6.1 The Tenant shall:**

- (a) only use the Property as a private dwelling house for the use of the Lawful Occupiers;
- (b) immediately notify the Landlord if the immigration status of any of the Lawful Occupiers changes;
- (c) not permit anyone other than the Lawful Occupiers to occupy the Property without the prior written consent of the Landlord (such consent not to be unreasonably withheld).

### **6.2 The Tenant shall not use the Property for the purposes of conducting a business.**

### **6.3 The Tenant shall not keep any pets or any other animals on or in the Property without the prior written consent of the Landlord (such consent not to be unreasonably withheld).**

### **6.4 The Tenant shall not do anything to or on the Property that:**

- (a) causes a nuisance, annoyance or damage to occupiers of neighbouring, adjoining or adjacent property, or the owners or occupiers of them;
- (b) involves using the Property for immoral or illegal purposes; or
- (c) has the effect of invalidating the insurance that the Landlord has taken out in accordance with clause 11.2. The Landlord shall provide the Tenant with a summary of the relevant insurance requirements on request.
- (d) Smoking is strictly prohibited anywhere inside or around the property.

### **6.5 The Tenant shall send the Landlord a copy of any notice or other communication affecting the Property within seven days of receipt and shall not take any action regarding such notices or communications without the prior consent of the Landlord.**

### **6.6 To comply with the obligations of the Head Lease as far as these relate to the occupiers of the Property, provided a copy of the obligations are provided to the Tenant and to reimburse the Landlord for any costs caused by any breach of such obligations.**

## **7. Assignment or subletting**

The Tenant shall not assign, sublet, part with or share possession of the whole or any part of the Property without the prior written consent of the Landlord (such consent not to be unreasonably withheld).

## **8. Repairs and alterations**

8.1 The Tenant shall keep the interior of the Property clean, tidy and in the same condition as at the start of the Tenancy (except for fair wear and tear).

8.2 If the Property has a garden, the Tenant shall keep it clean and tidy, and free from rubbish.

8.3 The Tenant shall keep the inside and outside of all windows that the Tenant can reasonably reach clean.

8.4 The Tenant shall promptly replace and pay for all broken glass at the Property where the Tenant, or the Tenant's family or visitors cause the breakage.

8.5 The Tenant shall not cause any blockage to the drains, gutters and pipes of the Property. This obligation does not require the Tenant to carry out any works or repairs for which the Landlord is liable under clause 11.5.

8.6 The Tenant shall not make any alteration, addition, or redecorate the Property.

## **9. Utilities and outgoings**

9.1 The Tenant shall pay all charges for gas, electricity, water and sewerage services, telephone, cable or satellite television (if the Property has these) used by the Tenant at the Property.

9.2 The Tenant shall comply with all laws and recommendations of the relevant suppliers relating to the use of those services and utilities.

9.3 Where the Tenant allows, either by default of payment or specific instruction, the utility or other services to be cut off, the Tenant shall pay the costs associated with reconnecting or resuming those services.

- 9.4 The Tenant shall pay for a television licence for the Property if a licence is required.
- 9.5 The Tenant shall pay the Council tax for the Property.
- 9.6 If any of the costs in this clause are payable in relation to the Property together with other property, the Tenant shall pay a fair proportion of all those costs.
- 9.7 To pay any reasonable charges or other costs incurred by the Landlord or the Agent if any cheque provided by the Tenant is dishonoured or if any Standing Order is withdrawn.
- 9.8 To pay the television licence regardless of the ownership of the television set.

## **10. Smoke Alarms**

The Tenant understands that the wilful damage, tampering, theft, or destruction of any smoke detector, fire extinguishment system, or other life safety system endangers the safety of all Tenants and others in case of emergency.

The Tenant agrees that the Landlord may charge for the replacement of batteries, and, damaged missing smoke detectors, and/or damaged fire extinguishment or life safety systems, and that such charges may be collected as additional rent. Such charges, as assessed, will be due and payable within thirty (30) days of invoicing by Agent. The tenant:

- a) acknowledges that Landlord has installed at least one smoke detector in the Premises and that said detector(s) is in good condition and proper working order as of the beginning of the Lease Term.
- b) agrees not to obstruct or tamper with said detector(s) or otherwise permit the detector(s) to be obstructed or tampered with for any reason whatsoever. Tenant further agrees to test the detector(s) periodically and to report any malfunction therewith promptly to Landlord.
- c) assumes all liability to test the detector(s) and hereby waives and exonerates Landlord from any and all liability resulting from any defective detector(s) which Tenant shall not have specifically reported to Landlord.  
if the Tenant is deaf or hearing impaired, the tenant should notify the Landlord in writing, and the Landlord shall provide a smoke detector approved for the deaf and hearing impaired.

## **11. Landlord's covenants**

- 11.1 The Landlord shall provide the Tenant with suitable means of access to and egress from the Property.

- 11.2 The Landlord shall insure the Property and Contents to their full value against loss or damage by the Insured Risks and shall provide a copy of the insurance cover to the Tenant if requested. The Landlord's insurance does not cover the Tenant's possessions. The Tenant is advised to insure the Tenant's own possessions with a reputable insurer.
- 11.3 The Landlord shall make good any damage caused by an Insured Risk, unless the damage was caused by the wilful actions, negligence or default of the Tenant.
- 11.4 The Landlord shall allow the Tenant quiet enjoyment of the Property without any interruption by the Landlord.
- 11.5 In accordance with section 11 of the LTA 1985, the Landlord shall:
- (a) keep in repair the structure and exterior of the Property (including drains, external pipes, gutters and external windows);
  - (b) keep in repair and proper working order the installations in 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); and
  - (c) keep in repair and proper working order the installations in the Property for space heating and heating water.
- 11.6 The Landlord shall not be required to:
- (a) carry out any works or repairs for which the Tenant is liable by virtue of this agreement; or
  - (b) keep in repair or maintain anything which the Tenant is entitled to remove from the Property.

## **12. Default by the Tenant**

- 12.1 The Landlord reserves the right to re-enter the Property if:
- (a) the Rent is unpaid 21 days after becoming payable whether it has been formally demanded or not;
  - (b) the Tenant is declared bankrupt under the Insolvency Act 1986;
  - (c) the Tenant has breached the agreement; or
  - (d) any of the Grounds 2, 8, 10-15 and 17 set out in Schedule 2 of the HA 1988 apply.

This clause 12.1 does not affect any rights of the Tenant under the Protection from Eviction Act 1977. The Landlord cannot evict the Tenant without a court having first made an order for possession.

- 12.2 If the Landlord re-enters the Property pursuant to this clause, then the Tenancy shall immediately end. Any right or remedy of the Landlord in respect of any breach of the terms of this agreement by the Tenant shall remain in force.
- 12.3 If the Tenant vacates the Property during the Term apart from according to any agreed break clause which is included within the Agreement, the Tenant will remain liable to pay Rent, council tax, utilities and any other monies payable under this Agreement until the Term expires.
- 12.4 If the Tenant breaches this agreement or fails to fulfil any of its obligations under this agreement, the Tenant shall pay all reasonable costs and expenses awarded by the Court or incurred by the Landlord for the following:
- (a) recovering or attempting to recover any Rent or other monies in arrears;
  - (b) the enforcement of any reasonable obligation of the Tenant under this Agreement;
  - (c) the service of any Notice relating to any major breach of this Agreement whether or not court proceedings are brought;
  - (d) any re-letting costs or commission incurred by the Landlord if the Tenant vacates the Property early apart from according to a relevant break clause.

### **13. Landlord's right to enter the Property and to display signs**

- 13.1 The Landlord reserves the right for the Landlord, or any person acting on behalf of the Landlord, to enter the Property on giving at least 24 hours' prior notice in writing to the Tenant:
- (a) to inspect the condition and state of repair of the Property;
  - (b) to carry out the Landlord's obligations under this agreement;
  - (c) to carry out repairs or alterations to the next door premises;
  - (d) to take gas, electricity or water meter readings;
  - (e) for any purpose mentioned in this Tenancy or connected with the Landlord's interest in the Property or any other property; and
  - (f) to show prospective tenants or purchasers around the Property.

13.2 The Landlord has the right to retain a set of keys to the Property which shall only be used with the prior consent of the Tenant except in an emergency.

13.3 The Landlord reserves the right to display a "for sale" or "to let" sign on the Property in the last two months of the Tenancy.

#### **14. Expiry of the Tenancy**

14.1 At the end of this Tenancy (howsoever determined), the Tenant shall return the Property and the Contents to the Landlord in the condition required by this agreement.

14.2 If the Landlord allows the Tenant to remain in the Property after the Term has expired then a statutory periodic tenancy shall arise under section 5(2) of the Housing Act 1988. To end the periodic tenancy, the Tenant shall give the Landlord at least one month's notice in writing. The notice must end on the day before the rent is due.

14.3 The Landlord has the right to recover possession of the Property if:

- (a) the Term has expired;
- (b) the Landlord has given two months' notice to the Tenant of the Landlord's intention to recover possession of the Property; and
- (c) at least six months have passed since the date of this agreement.

14.4 The Tenant shall provide the Landlord (or its legal advisers or agents) with a forwarding address once the Tenancy has come to an end which the Landlord or its legal advisers or agents can provide to the Interested Persons PROVIDED ALWAYS THAT the Landlord (and its legal advisers and agents) agree not to provide details of the Tenant's forwarding address unless they are satisfied, acting reasonably and properly, that the person requiring the address is a duly authorised official or employee of the organisation in question and has supplied written evidence of their authority.

14.5 The Tenant shall remove all personal possessions from the Property once the Tenancy has ended. If any of the Tenant's personal possessions are left at the Property after the Tenancy has ended, the Tenant shall be responsible for meeting all reasonable removal and storage charges. The Landlord shall remove and store the possessions for a maximum of 14 days. The Landlord shall take reasonable steps to notify the Tenant at the last known address. If the items are not collected within 14 days, the Landlord may dispose of the items and the Tenant shall be liable for the reasonable costs of disposal. The costs of removal, storage and disposal may be deducted from any sale proceeds.

## **15. Notices**

- 15.1 Any notice to the Landlord sent under or in connection with this agreement shall be deemed to have been properly served if:
- (a) sent by first class post to the Landlord's address given in clause 15.4; or
  - (b) left at the Landlord's address given in clause 15.4.
- 15.2 Any notice sent to the Tenant under or in connection with this agreement shall be deemed to have been properly served if:
- (a) sent by first class post to the Property;
  - (b) left at the Property; or
  - (c) sent to the Tenant's email address stated in the Parties clause.
- 15.3 If a notice is given in accordance with clause 15.1 or clause 15.2, it shall be deemed to have been received:
- (a) if delivered by hand, at the time the notice is left at the proper address;
  - (b) if sent by first-class post, on the second Working Day after posting;
  - (c) if sent by fax, at 9.00 am on the next Working Day after transmission; or
  - (d) if sent by email, at 9.00 am on the next Working Day after sending.
- 15.4 The Landlord's address for service is [LANDLORD'S ADDRESS FOR SERVICE].

## **16. Repossession of Mortgaged Properties (if applicable)**

### **16.1 Owner Occupier: Ground 1**

The Landlord gives notice to the Tenant that possession of the Property may be sought under Ground 1 of Part 1 of Schedule 2 of the Housing Act 1988 in that:

At some time before the beginning of the Tenancy the Landlord, or in the case of joint Landlord at least one of them, occupied the Property as his only or principal home; or, the Landlord, or in the case of joint Landlords at least one of them, requires the Property as his or his spouse's only or principal home.

### **16.2 Mortgagee: Ground 2**



The Landlord gives notice to the Tenant that possession of the Property may be sought under Ground 2 of Part 1 of Schedule 2 of the Housing Act 1988 in that:

The Property is subject to a mortgage granted before the beginning of the Tenancy and; the mortgagee is entitled to exercise a power of sale conferred on him by the mortgage or by Section 101 of the Law of Property Act 1925; and the mortgagee requires possession of the Property for the purpose of disposing of it in exercise of that power and either notice was given as mentioned in Ground 1 above or a Court is satisfied that it is just and equitable to do so.

For the purposes of this Ground “mortgage” includes a charge and “mortgagee” shall be construed accordingly.

OR

The Property is subject to a mortgage granted before the beginning of the Tenancy and; the mortgagee is entitled to exercise a power of sale conferred on him by the mortgage or by Section 101 of the Law of Property Act 1925; and the mortgagee requires possession of the Property for the purpose of disposing of it in exercise of that power. For the purposes of this clause “mortgage” includes a charge and “mortgagee” shall be construed accordingly.

## **17. Governing law**

This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

This agreement has been entered into on the date stated at the beginning of it.

Signed by [name of landlord]

.....

Signed by [name of tenant]

.....

## Schedule One

### Special Clauses (if any)

1. [Notwithstanding the fixed term stated in this Tenancy, the Parties hereby agree that this Tenancy may be terminated by either party giving to the other at **least two months' notice** in writing, such notice not to **expire until after eight months** of the start date of the Term. At the end of such notice the Tenancy shall end and all obligations and responsibilities shall cease; subject nevertheless to any claim by either Party against the other in respect of any breach of any of the terms and conditions of the Agreement.

Should the Tenancy be terminated on a date which is not the last day of a rental period then the Tenant's obligation to pay rent shall cease on the termination date and the rent payment will be apportioned accordingly.]

- a) The property will be professionally cleaned throughout prior to check in and documented as such in the accompanying inventory.

The tenants are expected to organise the same prior to check out, a receipt / copy invoice from professional firm may be requested prior to deposit release and should be to the same standard as documented. We would therefore recommend using one of the managing agents approved firms by request, at the tenants cost.

- b) For the avoidance of doubt **x** and **x** have been referenced as suitable for monthly payments in advance (total £xpppcm) subject to the provision of a UK guarantor

**x** has elected to proceed without a guarantor in favour of paying their rent share twice annually in advance;

- **£x due** x (For xm period x – x)
- **+ £x due** x (For xm period x – x)

### **Tenants' Confirmation of receipt of documents**

We [TENANT NAME/S] the tenants of the above property hereby confirm we have received the following:

- Gas Safety Record (where applicable)
- Energy Performance Certificate for the property (listed buildings exempt)
- DCLG "How to rent" Document
- Deposit Protection Prescribed Information

Signed by [name of landlord] .....

Date .....

Signed by [name of tenant] .....

Date .....

Signed by [name of tenant] .....

Date .....

Signed by [name of tenant] .....

Date .....