

# Assured Shorthold Tenancy Agreement – Room Only

under part 1 of the Housing Act 1988

as amended under part 3 of the Housing Act 1996

If you need to pay a deposit, we will deal with it under one of the government-approved schemes.

Date:

This agreement is between us:

<b>Condor Properties</b> the landlord or landlords
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and you (individually and together):

the tenant or tenants and student ID
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The total amount of rent to pay for your tenancy is:

£
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You must pay the rent in accordance with your payment plan.

The rent includes gas and electric as per our fair usage policy, which can be found on our website, excess of this will be charged. Also included are water, TV licence and contents insurance. We provide complementary Wifi

**A We let out the property which is:**

1

Room Number- Address -
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to you (individually and together if there is more than one of you) as well as the furniture, fixtures and household belongings that are on the list that you and we signed. The amount of rent is shown on the previous page and both you and we must keep to the terms below.

2

You will have the property and the furniture

starting on 

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 to 

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3

The first month of your tenancy is a retainer period. A retainer period is the period during which tradesmen and other persons will have access without prior notice or appointment to ensure the accommodation is ready for your occupation. During this period you will be not allowed to move in unless expressly permitted by the Landlord. If such permission is granted then storage of your belongings in the property will be at your own risk and the Landlord will not accept any responsibility for any loss or damage by negligence or otherwise. It is your responsibility to ensure the adequate insurance is in place to cover any loss or damage to your belongings in the event that such concession for storage or access is made to you.

4

This agreement is an assured shorthold tenancy (as defined in section 19A of the Housing Act 1988). The arrangements in section 21 of the Housing Act 1988 for the landlord to repossess the property apply to this agreement. This means that you cannot claim any legal rights to stay on once the tenancy has ended and a court order says you must leave. The landlord giving a section-21 notice must give at least two months'

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notice, in writing. For more information, you should consult a housing advice centre a, solicitor or citizens' advice bureau who will tell you what this means.

5 We will let the property to you (individually and together) and only you and

will be allowed to live there.

6 No children are allowed to live in the property or the building without our permission, in writing (which we will not unreasonably withhold). We can withdraw this permission if we have a good reason.

7 No animals are allowed in the property or the building without our permission, in writing (which we will not unreasonably withhold). We can withdraw this permission if we have good reason.

8 You have to pay a deposit £0 f (If none is due insert nil)

9 If you owe rent or any other money you must pay us under the agreement, you will have to pay interest on this amount from the date that it should have been paid. The interest rate is 3% above the base rate used by the Bank of England. This rate may apply before, as well as after, a court judgment has been made against you, depending on the terms of the court judgment.

10 We may keep keys to the property and the building.

11 We may contact you electronically

12 We may remove, store, sell or otherwise get rid of any furniture or goods which you refuse to remove or fail to remove from the property or the building at the end of the tenancy. You will be responsible for all reasonable costs which we may have because of this. We are entitled to take these costs and any money you owe us from any money made from selling the furniture or goods.

13 You must pay our administration fee of £ 0 for entering into this tenancy. (If none is due insert nil)

14 You and anyone else we name will also have the right to use any shared area in the building. These are the shared Lounge, Kitchen, bathrooms

If there is a common access to the property, you are entitled to use the entrance, stairways, halls, landings and so on to the property but we may come into the property if we need to get to other parts of the building.

**B You must do the following:**

1 Pay rent on the days and in the way we have agreed.

2 Pay our reasonable costs for sending reminder letters. These will be £20

3 for each reminder.

4 Pay our reasonable costs for any cheque that does not clear or any unpaid direct debit, credit or debit card payment or standing order. These will be £15 each time this happens.

5 Keep the inside of the property in at least as good a condition as it was when the tenancy started (apart from fair wear and tear). Also, at the end of the tenancy you must leave all furniture and fixtures in the rooms or places they were in at the beginning of the tenancy.

6 Repair any damage that you have done deliberately or that was caused by the neglect or carelessness of you or anyone else living in or visiting you at the property. This includes repairing damage caused in this way to the property, the building or the shared areas, replacing any broken glass in windows and repairing or replacing any damaged fittings and installations. If you do not repair the damage you are responsible for, we can claim the reasonable cost of making good this damage or we may give you written notice asking you to repair the damage within a reasonable period of time, depending on the repairs that need to be done. If you fail to do this within the period of notice given, we may then carry out the work and if necessary enter the property (after giving you at least 24 hours' notice, in writing) to do so. You will have to pay us for the reasonable cost of this work.

7 Provide a council tax student exemption certificate or pay the council tax.

8 Take reasonable precautions to prevent frost or similar damage to the property or the building. If the property or the building is going to be empty overnight or for more than 12 hours when the weather is likely to be cold, you must leave enough heating on to prevent the water system freezing, or turn off the water supply at the main stopcock and open all the other water taps and valves in the property or the building to drain the tanks of hot and cold water.

9 Whenever you leave the property or the building unattended, you must lock all the doors and windows and put the burglar alarm on (if there is one). You should tell us if the property or the building is going to be empty for more than seven days in a row.

10 If you give us notice that you are going to leave the property before this agreement has ended, you must pay our reasonable costs for letting the property and pay the rent until a new tenant moves in. We do not have to

- take the property or the tenancy back from you early unless we want to do so.
- 11 Allow us or our agents to come into the property at all reasonable hours of the day to inspect the condition of the property, to carry out repairs or to do work which we must carry out by law. We will give you at least 24 hours' written notice if we are going to enter the property. You must let us enter the property immediately if there is an emergency.
- 12 Tell us about any repairs or faults that we are responsible for in the structure or outside of the property, in any installation or in the shared areas or the building within 7 days of them occurring.
- 13 Park vehicles in your garage (if there is one) or on your parking space only and without causing an obstruction.
- 14 Pay the reasonable costs for replacing locks if you fail to return any key.
- 15 If you need a replacement key a charge will apply. If we need to let you into your property out of hours a callout fee from a local locksmith will be charged.
- 16 Allow possible new tenants and buyers to look at the property or the building on at least 24 hours' written notice during the tenancy.
- 17 Be jointly and individually responsible for paying all the rent you have to pay under this agreement and keeping to all the terms of this agreement.
- 18 Defrost the fridge when necessary. You will be responsible for the reasonable cost of making good any damage that is caused because you have not done this.
- 19 Pay our reasonable charges (including our costs) for preparing and checking any inventory or condition schedule at the beginning and end of the tenancy.
- 20 At the end of the tenancy, leave the property and our fixtures and fittings in as good a condition as at the start of the tenancy (apart from fair wear and tear) and free from rubbish.
- 21 Take reasonable care of the shared areas and allow other people who are entitled to use them to do so.
- 22 Pay the reasonable legal and related costs which we have to pay in connection with (i) recovering possession of the property (ii) recovery of unpaid rent or other money payable under this agreement or (iii) steps taken if you fail to comply with the terms of this agreement (including costs for any attempts by us to do so).
- 23 It is a condition of this tenancy that anyone occupying the property is in possession of a Right to Rent as set out by s22, Immigration Act 2014 at all times.
- 24 Agree to receive communications electronically via SMS text message, internet based instant messaging and email.

**C You must not do the following:**

- 1 Alter or add anything to the outside or structure of the property or the building, or the furniture, fixtures and household belongings that are on the list that you and we signed or those which are in any shared areas. You must not bring into the property or the building any furniture, fixtures or household belongings which do not meet the Furniture and Furnishings (Fire) (Safety) Regulations. You can get information about these regulations from your local Trading Standards office.
- 2 Nuisance and Anti-social behaviour: Not to cause or allow household members, or visitors to cause a nuisance or annoyance to the landlord, other tenants, or neighbours within the locality (anti-social behaviour includes minor problems with dogs, children, untidy gardens and lifestyle cases through to serious noise problems, violent and criminal behaviour, domestic abuse, the supply and use of controlled drugs and intimidation, harassment or victimisation on the grounds of a persons' race, sex (gender), sexual orientation, disability, age, religion or belief, pregnancy or maternity status, socio-economic status).
- 3 Bring bicycles, motorcycles, and prams into the property or the building without our permission, in writing (which we will not unreasonably withhold).
- 4 Bring any furniture into the property or the building without our permission, in writing (which we will not unreasonably withhold).
- 5 Tamper with any fire precautions.
- 6 Hang pictures or posters on the walls without our permission, in writing (which we will not unreasonably withhold).
- 7 Use Blu-Tack or any similar type of adhesive on the walls.
- 8 Sublet the property or any part of it, or give up the property or any part of it to someone else.
- 9 Transfer the tenancy to someone else without our permission, in writing (which we will not unreasonably withhold).
- 10 Carry on any profession, trade or business in the property or the building.
- 11 Display any permanent notice on the property or the building.
- 12 Use the property as anything other than a private home.
- 13 Block, or allow guests to block, any of the shared areas.
- 14 Dry washing inside the property or the building, except in a ventilated room suitable for these purposes.
- 15 Use any paraffin or portable gas heater.
- 16 Anything which breaks the term of any lease under which we own the property so long as a copy of the lease (or the relevant terms) has already been given to you.
- 17 Smoke in the property.
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**D We agree to do the following:**

- 1 Keep the property and the building insured against fire and other usual comprehensive risks as long as insurance cover is available on reasonable terms, subject to any policy excess.
- 2 Let you have free access to the steps, entrance hall, stairs landing and all shared areas.
- 3 Be responsible for servicing and maintaining any gas heating system and making sure that all gas appliances in the property or the shared areas are checked every year by an engineer registered with Gas Safe, in line with the Gas Safety (Installation and Use) Regulations 1998.
- 4 Be responsible for making sure that any furniture we provide keeps to the Furniture and Furnishings (Fire) (Safety) Regulations.
- 5 Give you back any part of the rent that you have paid for any period that the property could not be lived in or used because of fire or any other damage that we are insured for.
- 6 Keep the structure and outside of the property in good repair.
- 7 Keep the gas, water, electricity, space-heating and water-heating installations in good repair and proper working order.
- 8 Refund any rent you have paid which relates to a rental period which starts after the tenancy ends.

**E** If we need to serve any notice on you (including any notice which the law tells us to 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.

If you need to serve any notice on us, you must deliver it by hand or send it by post to the following address.

Condor Properties  
Mill House  
LuggBridge Mill  
Worcester Road  
Hereford  
HR1 3NA

**This address may change.**

**F We may repossess the property 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 as amended under the Housing Act 1996 apply (these include not paying rent, breaking the tenancy term and causing a nuisance or annoyance); or
- the arrangements for us to repossess the property in section 21 of the Housing Act 1988 apply.

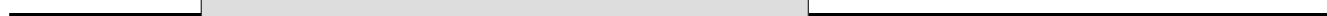
**IMPORTANT WARNING:** We need a court order to repossess the property. You should contact a solicitor, citizens' advice bureau or legal advice centre, who will tell you what this means.

**G** We may repossess the property under Ground 1 in Schedule 2 to the Housing Act 1988 (this applies if we have lived in the property as our only or main home or plan to do so). We may take possession of the property under Ground 2 in the same schedule which allows the lender to take possession.

**IMPORTANT WARNING:** We need a court order to repossess the property. You should contact a solicitor, citizens' advice bureau or legal advice centre, who will tell you what this means.

Our signature

Your signature  
(or signatures):



# Privacy Notice from your Landlord

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## **Why we hold/process data**

This notice sets out how we hold and process data we hold about you. We process personal information about our tenants and prospective tenants to enable us to provide residential accommodation which includes lettings; dealing with applications for tenancies; checking suitability for tenancies (including credit immigration and similar checks); property management; rent collection, maintaining our accounts and records; and administering tenancy deposits. Relevant information may include personal details, employment and education details and financial details.

Once legislation is in force, we have to undertake immigration checks on prospective tenants and residents. We are required to retain copies of the documents which we inspect as part of these checks. These may be retained in electronic form.

## **Sharing data with others**

We may need to share personal information we process with others. Where this is necessary we are required to comply with data protection legislation.

Depending on the circumstances we may share information with other landlords; employers; educational institutions; universities and colleges; suppliers (including utilities) and service providers; financial organisations (including banks); credit and tenant reference agencies; tenancy deposit schemes; debt collection and tracing agencies; public and government bodies (including those who administer benefits and Council Tax); contractors and repairers; letting and managing agents; and any future owner of the property.

This does not mean that we necessarily share information with all of the above but we may do so where it is necessary.

## **Council Tax and utilities/services**

In order to ensure that Council Tax and Utilities and Service Bills including water charges are correctly collected we share information with the relevant local authority and utility/service providers. We also share this information to ensure that bills are directed to the correct person and charges and debts can be collected. By law, in certain areas information about who occupies a property has to be passed to water companies. In all other areas although this is voluntary we may pass over this information to water companies.

## **Why we use your personal information**

Personal information which you supply to us may be used in a number of ways, for example to make decisions whether to let the property to you; for fraud prevention; for accounting and auditing purposes, for property management or for debt collection.

## **Right to obtain information**

You have the right to request a copy of the information that we hold about you. We may make a small charge for this service. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information if this is inaccurate. To request this information please write to us or email us.

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