CHECKLIST FOR CHECKING AN ASSURED SHORTHOLD TENANCY

- Is this the right type of contract?
  Are all the key personal details present and correct?
  Address of the property, name of tenants, name and address of landlord, start date of the tenancy.

- Is the length of the contract outlined? What will happen when the fixed term is over?
  Is there a break clause?
  Are the key financial details clear?
  Rent amount, details of where rent must be paid to and when, any other relevant fees.

- Is the landlord in the country, if no are the agency going to manage income tax?
  What will happen if rent isn’t paid?
  Is it in line with statutory requirements, will there be interest to pay?

- What bills, if any, are included in the rent?
  What will happen to the deposit and what is it for?
  Deposit amount and protection details, fair wear and tear.

- Is the contract joint or single?
  Does the student understand what is meant by joint and several liability?

- What are the details of the property and grounds that the tenant will have access to?
  Are there outbuildings or parking spaces? Is it furnished?

- Are there any specific responsibilities for the tenant?
  Gardening, cleaning windows or chimneys, minor repairs and jobs only.

- Are there any conditions about access for the landlord?
  Are they in line with legal requirements?

- Are details about moving out included?
  Professional cleaning fees, check out fees

- Are the landlord’s obligations outlined?
  Possession, repairs, insurance, emergency provision, written notices.

- Are there any special conditions?
  Are they fair by the Office of Fair Trading’s guidelines?
AGREEMENT CHECKLIST: RESIDENT LANDLORD - EXCLUDED OCCUPIER LICENCE

Is this the right sort of agreement?
- Resident landlord sharing essential accommodation (bathroom, kitchen for example).

Are all the key personal details present and correct?
- Address of the property, name of occupier, name and address of landlord, details of the room, start date.

Which parts of the property can you use?
- Including how can the landlord access your room.

Are the key financial details clear?
- Rent amount, details of where rent must be paid to and when, any other relevant fees, is there a deposit and if so what is it for?

What bills, if any, are included in the rent?

Is there an end date or is it a rolling month-to-month agreement?
- Consider how this will affect rent increases, plans.

How can the agreement be ended?

OTHER CONDITIONS:

- Rules for communal living, smoking, guests, anything the landlord is responsible for (fit for human habitation).

- Are there any unfair terms?
GAEREMENT CHECKLIST: COMMON LAW TENANCY - RESIDENT LANDLORD (NOT SHARING COMMUNAL SPACE)

Is this the right type of agreement?
- Live in the same building as landlord but don’t share living accommodation (i.e. bedsits in a converted house).

Are all the key personal details present and correct?
- Address of the property, name of occupier, name and address of landlord, details of the room, start date.

Is the agreement fixed term or periodic?
- Consider how this will affect rent increases and right to stay in the property. Explain the meaning of this to the student.

Are the key financial details clear?
- Rent amount, details of where rent must be paid to and when, any other relevant fees, is there a deposit and if so what is it for?

Are bills included?

How can the agreement be ended?

Is your landlord responsible for any repairs?

Are there any other terms that need explaining or are potentially ‘unfair’?