

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?

AGREEMENT 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'?