

In the event of emergency or if the property is being damaged (i.e escaping water) please call the office immediately on 0117 379 0420. You will be put through to our out of hours team outside of normal hours.

In the event of an emergency we may access the property without notice.

All non-emergency maintenance issues should be reported using your Arthur Online app. Please provide photos where possible.

All tenants moving into a shared house are required to agree to the Shared House Charter and policies set out below. These form part of your tenancy contract.

Please leave all communal areas as you'd like to find them.

- Cleaners are not responsible for washing up / putting away your dishes
- Do not leave recycling or your belongings or food on kitchen counters
- Leave the bathroom clean after use and dispose of any empty toiletries
- Communal areas must not be used for storing luggage, boxes, bikes or furniture

Please take the rubbish out and organise recycling boxes and bins for collection on the designated bin day and follow the house bin rota if in place. This includes ensuring the inside and outside of the property is free of rubbish.

Please remove your items from the washing machine, tumble dryer and dishwasher when the cycle has finished.

Please be considerate of all tenants in the property and behave in a courteous manner.

You are responsible for replacing lightbulbs in your room and taking action to unblock sinks, showers and any drains, before reporting this to the agency. There are lots of products available for this in shops and you will be charged if a contractor is called when you could easily resolve the issue.

If a contractor attends the property for an issue you have reported, but no issue is found, or they deem it an unnecessary call-out for something you could have easily resolved with minimal effort, you will be charged.

If you lose your keys you will be charged all costs, including any call-out charges.

Please ensure sensible usage of electric, gas and water - see clause 11.3 for Utilities Fair Usage policy and exclusions.

As per clause 11.4 you are not allowed to bring additional appliances, such as fridges or freezers into your rooms, unless expressly permitted by the Landlord.

As per clause 11.5 you must not store food in your rooms, please use the cupboards and space provided in the communal kitchen(s) for storing food items.

I have read and agree to the above Shared House Charter and policies:

**SIGNED
TENANT(s)**

Signature: [Signable.signaturefield_signer1]

Print name: [Tenancy.tenants_all]

Date: [signable.date_signer1]

ASSURED PERIODIC TENANCY AGREEMENT

This Agreement is intended to create an Assured Periodic Tenancy as defined in part 1 of the Housing Act 1988 and as amended by the Housing Act 1996 and the Renters' Rights Act 2025.

This Agreement is a written statement of the terms and obligations of the assured periodic tenancy that you (the tenant) are entering into with us (the landlord). It sets out the legally binding obligations that you and we accept as soon as the agreement is signed by both parties and as dated below.

We must give you certain information about the tenancy before you enter into the agreement. This information is included in the Particulars of this agreement. This includes important details about the landlord, the property, the rent and when it should be paid, as well some of our legal obligations.

You should read the agreement carefully before signing. 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 a Housing Advice Centre.

The date of this Agreement will be the date on which both parties have signed the agreement and want it to start. You the tenant, will sign the agreement first, and then Bristol Property Partnership will sign on behalf of the Landlord. The date below will automatically populate when Bristol Property Partnership signs the Agreement.

Date of Agreement : [Signable.date_signer2]

The Particulars

This agreement is made between

Us, The Landlord(s)

Name: [Tenancy.owner]

Address: C/O Bristol Property Partnership, [Tenancy.property_manager_address]

Contact telephone number: [Tenancy.property_manager_phone_work]

Email: [Tenancy.property_manager_email]

AND You the Tenant(s) (if more than one tenant you are jointly and severally liable)

Name of Tenant: [Tenancy.tenant1_salutation] [Tenancy.tenant1_name]

Email address of the Tenant: [Tenancy.tenant1_email]

Phone number of the Tenant: [Tenancy.tenant1_mobile]

AND is made in relation to the Room to be let:

Address: [Tenancy.unit]

The property is fully furnished with contents as listed in the Inventory which will be provided on or before your tenancy start date. You are also entitled to use and access the shared facilities and common parts of the property as part of your tenancy agreement. For the avoidance of doubt, this does not grant you exclusive use of these parts or facilities, and we retain the right to access them at all times, and without needing to notify you beforehand.

Exclusions from the let premises (e.g. garage or other outbuildings etc): N/A

Tenancy Type: The agreement is for an assured periodic tenancy.

Number of permitted occupiers: the maximum number of people permitted to occupy the Property is [Custom.Tenant.Number]. Nobody else is allowed to live in [Tenancy.unit] except you.

Term: This agreement creates a tenancy that starts on [Tenancy.tenancy_start]. From this date you are entitled to possession of the property. The tenancy will continue periodically until you, or the Landlord, ends the agreement in line with clause 3 of this agreement.

Initial Rent: The initial rent payment due will be advised after the signing of this agreement and is to be paid in advance before the start date of your tenancy. This will cover the rental period beginning on the start date of the tenancy until the month end.

Ongoing Monthly Rent: £[Tenancy.rent_amount] per month must be paid in advance on the 1st day of each calendar month. This is the first day of the rental period for which the payment is for. You may pay earlier than this date should you wish to. Payment of rent must be made by Direct Debit or Standing Order.

Rent Increases: If the Landlord wishes to increase the rent under this tenancy, the Landlord or agent must first serve you with notice in accordance with Section 13 of the Housing Act 1988 as amended by the Renters Rights Act 2025.

Bills: The rent includes Council Tax, Electricity, Gas, Water & Internet, subject to the Utilities Fair Usage policy and exclusions - see definition of Utilities Fair Usage policy and exclusions in clause 11.3.

Security Deposit: A security deposit of £[Tenancy.deposit_registered_total_required] is to be paid in full before the signing of this agreement. The deposit will be protected in a Government-approved deposit scheme within 30 days of receipt in line with clause 4 of the agreement.

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

You, the Tenant, ending the Tenancy: If you, or any of you named on the agreement, wishes to end this tenancy, you must provide us with at least two months' notice in writing. That notice must end on the first or last day of a rental period.

The Landlord ending the Tenancy: If the Landlord needs to end the tenancy then, usually they must do this in accordance with the Housing Act 1988. This means that, usually, they must first serve a Section 8 notice in the format prescribed by the Government. The notice must include the grounds for possession they are relying on, and the date on which they may begin possession proceedings if you have not left the property. The date on which they may begin proceedings will depend on the grounds of possession included in the notice. If you do not leave by the date on the Section 8 notice, then usually they must obtain a possession order through the courts and, if necessary, enforce that order via a bailiff or High Court Enforcement Officer to end the tenancy. For further information on how you or we may end a tenancy, see clause 3 of this agreement.

Fitness for human habitation: The Landlord is under the obligation to:

- Ensure that the property is fit for human habitation at the outset and during the tenancy, to the extent required by Section 9a of the Landlord and Tenant Act 1985; and
- To the extent that is required by Section 11 of the Landlord and Tenant Act 1985, keep in repair the property's structure and exterior, and keep in repair and working order the installations for heating and supplying water, and the installations for the supply of electricity, gas, space heating and sanitation.

Neither of the above terms impose an obligation on us to act where:

- The property is destroyed.
- The item in disrepair belongs to you.
- The unfitness for human habitation or the disrepair is caused by you breaching a term of this tenancy agreement or for you failing to act in a 'tenant-like manner'.

Please note that the Landlord is only responsible for addressing issues or disrepair if they are aware of it. You must notify us promptly of any defects in the property so we can address them.

Gas and electrical safety: The Landlord must ensure that any gas supply and appliances supplied by them in the property comply with the Gas Safety (Installation and Use) Regulations 1998 (as amended). This obliges the Landlord to:

- Ensure that any gas fittings and flues that serve the gas fittings are maintained in a safe condition.
- Ensure that each appliance and flue is checked at regular intervals by an approved person.
- To obtain a report from that inspection and provide a copy to you.

The Landlord must also ensure that the property's electrical installations comply with the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 (as amended). This obliges the Landlord to:

- Ensure that the electrical safety standards are met when the property is occupied;
- Ensure electrical installations are inspected and tested every five years (or earlier if required by the last electrical safety report) by a qualified person.
- Obtain a report from the inspection (which covers the results and the date for the next inspection) and provide a copy to you.

Pets

In accordance with Section 16A of the Housing Act 1988, **you may request** consent to keep a pet at

the property during this tenancy. For information on how to make a request, and the Landlord's obligations to respond, see clause 6 of this agreement.

Section 190 of the Equality Act

Where Section 190 of the Equality Act 2010 applies, a landlord may not unreasonably withhold consent for a tenant's application to make an improvement to premises where a disabled person occupies or intends to occupy the premises as their only or main home, and the improvement is likely to facilitate the disabled person's enjoyment of the premises, having regard to their disability. The rights and obligations conferred by section 190 of the Equality Act 2010 do not apply in so far as provision of a like nature is made by this tenancy agreement. For further information on making a request see clause 7 of this agreement.

Prior notice requirements

We hereby give you notice that, where the Landlord has a superior lease with a fixed term of more than 21 years, we or the superior landlord may repossess the property under Grounds 2ZB or 2ZD of Schedule 2 of Housing Act 1988 if the conditions for those grounds are met.

Definitions of terms used in this Agreement

"agent" means a company or person the Landlord has engaged to manage the property on their behalf, or anyone who later takes over the agent's rights and obligations.

"contents" means anything provided by the Landlord as stated in the Inventory. This includes white goods, furniture, cutlery, utensils, implements, tools, equipment, and the fixtures and fittings.

"disabled person" has the same meaning as set out in Section 6(2) of the Equality Act 2010.

"emergency" means where there is a risk to life or damage to the fabric of the property or the 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.

"Inventory" is a summary of the condition of the property or contents and usually includes photos and a description of any faults, damage or missing items.

"jointly and severally liable" means that if there are two or more tenants, you are each responsible for complying with the agreement's obligations together and individually. The Landlord is 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 property when the agreement ends, as well as their successors in title or assignees.

"property" and **"premises"** means the whole of 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 owned by the Landlord unless specifically excluded from the agreement. **To avoid doubt, if obligations refer to the property or premises, they also refer to the room.**

"room" means the specific room and ensuite bathroom if applicable, that we let under this agreement and that you have exclusive occupation over.

"superior lease" sets out the promises we have made to our superior landlord. You are also bound by these promises if you have prior knowledge of them. The superior landlord is the person who owns the interest in the property or some larger building that the property sits within, giving them the right to possession of the property at the end of our lease.

"tenancy" means the time between the start and the termination of the agreement plus any addendum to it.

"tenant" means anyone entitled to occupation of the room or property for the duration of the tenancy under this agreement i.e. named on the agreement

“us”, “our” and “we” mean the landlord, and in the case of joint landlords, at least one of them or the landlords agent

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

“you” and “your” mean the tenant as named on this agreement.

Terms of the Agreement

The Landlord lets the Room and the Contents to You, the Tenant, at the Rent for the term of the tenancy as set out in this Agreement and as varied or supplemented by any special letting terms.

1. Your Tenant Obligations

PLEASE NOTE: These are the things that you, **agree to do or not to do**. It is important for you to understand what you must or must not do. If you break or do not comply with any of these obligations, the Landlord may be entitled to claim damages or compensation from you, or to seek other legal remedies against you, including the possibility of eviction.

You, the Tenant, hereby agrees with the Landlord as follows:

- 1.1 Any obligation upon you under this Agreement to do or not to do anything shall also require you not to permit or allow any visitor to do or not to do the same thing.

Rent and Charges

- 1.2 To pay the Rent at the times and in the manner specified in The Particulars whether or not it has been formally demanded.
- 1.3 To pay the charges for Council Tax (or similar charge which replaces it) and Utilities and other relevant suppliers that you are responsible for as specified in this Agreement.
- 1.4 To pay to the Landlord all losses, fees, damages, costs and expenses, on an indemnity basis, incurred by the Landlord:
 - 1.4.1 In the recovery from you of any Rent or any other money that is in arrears.
 - 1.4.2 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 property
 - 1.4.3 In the service of any notice relating to the breach by you of any of your obligations under this Agreement whether or not the notice results in court proceedings.
 - 1.4.4 The cost of any Bank or other charges incurred by the Landlord if any cheque written by you is dishonoured or if any standing order payment or direct debit is withdrawn or refused to be paid by your bank.
 - 1.4.5 The cost of repairing, decorating or cleaning the room, property or the contents so they are to the same standard as at the commencement of the Tenancy (reasonable wear and tear excepted).
 - 1.4.6 The cost of any invoice for maintenance or repair charges related to issues raised by you deemed unnecessary or false by the attending contractor, or where the issue has been caused by your damage, misuse, or any breach of this agreement or could very easily have been rectified by you with minimal effort or cost.
 - 1.4.7 To be held liable for the fair net costs involved in carrying out repair and maintenance to the room and property or its fixtures or fittings where such action is required as a result of negligence, or significant breach of this agreement, or misuse or damage, by the you or your invited guests or visitors.
 - 1.4.8 In the recovery of possession of the room.

1.4.9 Any other monies owed by you to the Landlord.

1.5 To not exercise any right or claim to withhold Rent in respect of legal or equitable set-off.

1.6 To 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.

1.7 Notify the Landlord or agent promptly if you start receiving Universal Credit, as well as any delays in receiving payment of your Universal Credit entitlement

Use of the Property

1.8 To occupy the room and property as your only or main home and behave in a tenant-like manner.

1.9 Take reasonable care of the room and all common and shared parts of the property.

1.10 Not to take a lodger or assign, sublet, part with, transfer or share possession of the room or property or any part of it, or to allow the room to be occupied by more than the maximum Number of Permitted Occupiers, without the express written permission of the Landlord or agent.

1.11 To use the room and property as a private home and not to carry on in the Property any trade, profession or business or receive paying guests or exhibit any poster or notice board so as to be visible from the exterior of the Property or use the Property for any other purpose other than your private residence.

1.12 If a Garage or Parking Space is specified in The Particulars, this is for the storage of a private motor car and you will only park in the space allocated to you by the landlord or agent.

1.13 Not to use the Property for any immoral, illegal or improper purposes (this includes the use of any illegal drugs which are or become prohibited or restricted by statute).

1.14 To use the room and property carefully and properly and not to damage it or any common parts including not to use Blu Tack on the walls or do anything to cause damage to the decoration.

1.15 Arrange suitable contents insurance for your own belongings. We have no liability to insure anything belonging to you.

1.16 Notify us of any damage that you have done deliberately, or accidentally or that was caused by the neglect or carelessness of you or anyone else living in or visiting the property. You must also repair this damage if we request it. If we give you written notice to repair such damage, you agree to do the work within one month of the date of the notice. This includes repairing damage caused in this way to the room, property, fixtures and fittings, contents and, if it applies, to the building in which the property is located and any common parts.

1.17 Not to harass or act in an anti-social way, or pursue a course of antisocial conduct against, any fellow tenants, neighbours, local residents, visitors, the Landlord, agents and contractors. **In particular, you must not:**

- make excessive noise or be a nuisance or annoyance to fellow tenants, the Landlord or the owner or occupiers of any adjoining property, including playing any radio, television, or audio equipment or musical instrument in or about the Property especially after 11pm

- allow other occupiers or visitors to the property (including children) to cause a nuisance
 - vandalise or damage the room or any part of the property's common parts or the surrounding neighbourhood
 - leave rubbish and recycling in unauthorised places or at inappropriate times
 - fail to control pets properly or allow them to foul or cause damage to other people's belongings
 - harass, threaten, assault, physically or verbally abuse any other tenant, member of their household, visitors, neighbours, the Landlord, agent or any of its employees, 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 including knives, or guns
 - use, sell, cultivate or supply unlawful drugs or sell alcohol
 - store at or bring into the property any type of firearm or firearm ammunition including any replica or decommissioned firearms
- 1.18 Not to change the supplier of the Utilities and Services as specified in The Particulars where this is included in the rent. If you are responsible for paying a utility and change supplier, promptly provide the Landlord or agent with full details of the new supplier and account numbers etc.
- 1.19 Not to change, tamper, interfere with, alter, or add to, the installations or meters relating to the supply of utilities to the Property. This includes the installation of any pre-payment meter without the written consent of the Landlord (which will not be unreasonably withheld). If you do, the Landlord has the right to require you to return the meter to its original state at the end of the tenancy at your cost.
- 1.20 Not to bring into the room or property any furniture, furnishings, electrical equipment or other personal effects that do not meet the required UK fire rating or UK electrical safety standards or might be a hazard or cause damage or injury to the property or its other occupants.
- 1.21 Not to obstruct the common parts of the Property or any Shared Facilities or keep or leave anything in them. To keep all fire exits and escape routes clear of obstruction (this includes no furniture, shoes, bicycles). Not to wedge open fire doors or interfere with smoke alarms and heat detectors. The Landlord or their agent may remove any obstructions.
- 1.22 Not to smoke tobacco or any other substance, including vapes, or permit a visitor to smoke tobacco or any other substance in the Property. To avoid doubt, we do not regard nicotine staining or tobacco smells in carpets, curtains and furnishings as fair wear and tear. It is strictly prohibited to smoke tobacco or any other substance in the property's common parts.
- 1.23 Not to burn candles, or incense in the Property or bring in or keep any dangerous or flammable goods, materials, or substances at the Property apart from those required for general household use. Not to undertake any deep fat frying whether in a deep fat fryer or in a frying pan.
- 1.24 Not to install, take into, use or keep in, the property any heater or like object which requires paraffin, heating oil, bottled gas or other gaseous fuel.
- 1.25 Take all reasonable steps not to block or cause any blockage to the drains, sinks, showers and pipes, gutters and channels in or about the Property and take all reasonable steps to

prevent and clear blockages in any sink, shower, basin, or toilet, or waste pipe which serve such fixtures if they become blocked by your waste, or as a result of your action or inaction (or your invited visitors or guests). This includes following any reasonable instructions or guidance the Landlord or agent provides on this matter.

- 1.26 Take all reasonable precautions to prevent frost damage occurring to any pipes or other installation in the Property, provided the pipes and other installations were adequately insulated at the start of the tenancy. This includes following any reasonable instructions the Landlord or their agent provides on this matter.
- 1.27 To take all reasonable precautions to prevent condensation, mould growth and damp build up by keeping the Property adequately ventilated and heated. This includes following any reasonable instructions the Landlord or Agent provides on this matter. Do not dry washing inside the house except in a well-ventilated room, and do not dry clothes on the radiators, instead use the dryer or external washing line where provided. Ensure windows are opened or the extractor fan is on after showering. Where such condensation occurs, take care to promptly wipe down and clean surfaces as required to stop the build-up of mould growth or damage to the premises, its fixtures and fittings.
- 1.28 Not put any, or allow to be put, any damaging oil, grease or other harmful or corrosive substances into the washing or sanitary appliances or drains within the premises.
- 1.29 To notify the Landlord or agent as immediately as is practical of any defect, damage or disrepair which develops or occurs at the premises which might be, or might reasonably be expected to become, a hazard or danger to life or limb or to the fabric of the premises itself. You must not carry out or authorise repairs yourself except to take reasonable steps in an emergency to restrict or diminish such immediate danger or damage.
- 1.30 Not to repair cars, motorcycles, vans or other commercial vehicles at the premises apart from general maintenance, from time to time, to a vehicle of which you are the registered keeper.
- 1.31 To take care not to cause an overload of the electrical circuits by the inappropriate use of multi socket electrical adaptors or extension cables when connecting appliances to the mains electric systems
- 1.32 To test at regular intervals any battery operated smoke alarms or carbon monoxide alarms fitted in the premises and replace any battery which is found not to be working. If the alarm is not working after the fitting of a new battery, to promptly inform the Landlord or his agent.
- 1.33 Not to store or keep on the premises or any communal car park any boat, caravan or commercial vehicle without the prior consent of the Landlord or his agent.
- 1.34 Where you break, or fail to comply with, any of the obligations relating to looking after or the use and occupation of the premises set out under this agreement, you agree to carry out at your own cost any reasonable and necessary corrective measures or action within a maximum of four weeks, or within any alternative timescale agreed with the Landlord or his agent, or earlier if urgency requires it, of being asked in writing to do so by the Landlord or his agent. After that time, the Landlord or his agent may notify you that the Landlord is arranging for the work to be done and in such circumstance you agree to be responsible and liable for the fair costs involved in those arrangements and for the carrying out of such works.

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

Leaving the Property Empty

- 1.36 Lock all the doors and windows and switch on any burglar alarm whenever you leave the property unattended.
- 1.37 To advise the Landlord or agent, by giving reasonable written notice, if you intend being absent from the Property for more than 14 days and provide actual dates the Property will be unoccupied. For any absence over 28 days you agree that the Landlord should have access during the period to keep the Property insured and to take reasonable precautions to mitigate damage
- 1.38 Flush through any water systems after any period when you leave the property unoccupied by running all taps and showers.
- 1.39 Not leave the room empty for more than 28 days in any circumstances without first notifying the Landlord or agent.

Condition of the Property

- 1.40 Unless photos and written comments or amendments are received by the Landlord within 7 days of Tenancy start you acknowledge that the Inventory received is a true and accurate record of the Property and the Contents, including their condition, at the beginning of the Tenancy.
- 1.41 Not to damage the Property or make any alterations or additions internally or externally to the property or its fixtures and fittings or the electrical or plumbing system.
- 1.42 Not to decorate or change the style or colour of the decoration whether it be internal or external, nor to erect any aerial or satellite dish without the express written permission of the landlord or agent (which will not be unreasonably withheld).
- 1.43 To keep the interior of the Property and the Contents in the same condition, cleanliness, repair and decoration, as at the start of the Tenancy with allowance 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.
- 1.44 Not to remove any of the Contents from the Property or to store them in a loft, basement, garage or outbuildings without the express written permission of the Landlord (which will not be unreasonably withheld).
- 1.45 To clean the windows of the Property inside and out, (where access is possible,) as often as necessary.
- 1.46 To wash or clean the curtains hanging in such windows, only as agreed with the Landlord in writing.
- 1.47 To keep the Garden in the same character and not to dig up or cut down, any trees, shrubs or bushes or timber (if any), except with the Landlord's prior consent (which will not be unreasonably withheld); weed free and in good order and to cut the grass at reasonable intervals during the growing season.
- 1.48 To notify the Landlord or agent as soon as reasonably possible, having regard to the urgency of the matter, of any defect in the Property which comes to your attention.
- 1.49 Where the Property includes Shared Facilities, to take proper care of them, and clean them as appropriate after use.

- 1.50 To replace any and all light bulbs, fluorescent tubes, fuses or batteries, promptly and when necessary.
- 1.51 Where you, your invited guests or visitors are responsible by any action for any cracked or broken windows or door glass on the premises, to promptly repair or replace such glass to the required specification of the Landlord and be liable for the costs involved.
- 1.52 During the tenancy, you will take reasonable precautions expected of any householder to keep the premises free of infestation by any vermin, rodents, animal fleas or bed bugs. Where such infestation occurs as the result of action or inaction on your behalf, such as uncleanliness in your room or the common parts, leaving food open and accessible in and around the property, you will be responsible for the appropriate costs in fumigating and cleaning any affected parts as appropriate and for rectifying and/or removing the causes of such an infestation. This includes rodents and vermin attracted to the property because waste and recycling are not being undertaken in accordance with this Agreement.

Insurance

- 1.53 In the event of loss or damage by fire, theft, attempted theft, impact or other causes to the Landlord's premises or its contents, to promptly inform the authorities as appropriate and the Landlord or his agent as soon as is practicable. Subsequently to provide, as soon as is practicable, full written details of the incident in order for the Landlord or his agent to assess whether to make a claim on any relevant insurance policy.
- 1.54 Not to deliberately do anything, cause or permit any action or state of affairs, and to take reasonable and prudent steps not to allow anything to be done by your invited guests or visitors, which leads to devastation, damage, harm or ruin of the premises or its contents, or results in the Landlord's insurance policy being made void or voidable or in the increase of the premiums.
- 1.55 To reimburse the Landlord for any excess sum, or increase in premium, payable under the Landlord's insurance policy for each and any claim on the Landlord's policy resulting from any action or inaction by you, your invited visitors or guests in breach of this agreement.

Waste and Refuse

- 1.56 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.
- 1.57 To undertake disposal of all waste and refuse by placing it in the bins and receptacles provided and in particular comply with any local authority recycling policy by using the correct containers provided for that purpose. In the case of any wheelie or dustbins to ensure that all general rubbish that cannot be recycled is placed and kept inside a plastic bin liner before placing in the bins.

Letters and Notices

- 1.58 To forward any notice, order, proposal or legal proceedings affecting the Property or its boundaries to the Landlord or agent promptly on receiving them
- 1.59 To forward all correspondence addressed to the Landlord at the Property to the Landlord or agent within a reasonable time.

Access to the Property

- 1.60 To permit the Landlord, agent or other persons or contractors authorised by them access to the property at all reasonable hours of the day to inspect its condition, identify and perform any necessary repairs or improvements, ensure the property is fit for human habitation, or perform any other obligations that we must do by law. We will give you at least 24 hours' notice if we are going to enter your individual room but we do not need to give notice before we access the common and shared parts of the property.
- 1.61 To permit the Landlord, agent or other persons or contractors authorised by them access to the property **immediately in an emergency**. Notice will not be given in an emergency.
- 1.62 To permit possible new tenants, valuers and buyers access to your room during the last two months, or your notice period if longer, of your tenancy.

Notice to Repair

- 1.63 If the Landlord gives you any written notice to remedy a defect, for which you are responsible, you will carry out the repair within one month of the date of the given notice. If the repair is not undertaken by you as required, or to the correct standard and regulations, the Landlord or Agent shall remedy the defect and then you will be liable for all associated costs.

Keys, locks, alarm codes and security

- 1.64 You agree that the Landlord and agent shall hold a set of keys or any other security devices necessary, to enable access to the room and property during the course of this Agreement.
- 1.65 You agree not to install or change or alter or damage any alarm codes, door locks or bolts (except in the case of an emergency), without the express written permission of the Landlord or agent (which will not be unreasonably withheld).
- 1.66 You agree not to have any duplicate keys cut for the locks to the room and property without the express written permission of the Landlord or Agent (which will not be unreasonably withheld).
- 1.67 If you lose your keys or other security devices needed to access your room or property, you are liable for all the reasonable costs for replacement and any call-out charges. This includes the cost of fitting any new locks, cutting new keys and making good any damages, that are needed.
- 1.68 If any lock or bolt is installed or changed on or in property without the prior consent of the Landlord or agent, you must remove them if so required and be responsible for the fair costs of making good any resultant damage or spoilage of decoration.
- 1.69 To take adequate precautions to keep the property, including its external doors or windows, locked and secured, and any burglar alarm set, when the property is empty.

Tenant's Possessions and Tenant's Liability

- 1.70 You are strongly advised to take out contents and Tenant liability insurance with a reputable insurer to cover your possessions and any damage caused by you to the Landlord's contents, as these will not be covered by the Landlord's insurance.
- 1.71 You must 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 if applicable. It is not the Landlord or Agent's responsibility to decide

this.

- 1.72 You must take reasonable steps to protect your guests and other visitors (especially children) from any hazards at the property, for example ponds, swimming pools, fences and electric gates.

Electric vehicles and Scooters

- 1.73 You must not store or charge an E-bike or E-scooter in your room or in the property or any of the shared parts and facilities, or permit any of your guests or visitors to do so without the prior written consent of the landlord or agent which will not be unreasonably withheld.
- 1.74 You must not install or modify any charging points or stations for electric vehicles or scooters without the prior written permission of the landlord or agent which will not be unreasonably withheld.

At the End of the Tenancy

- 1.75 You will not be released from your obligations under this tenancy agreement until at least **two months' written notice** is provided to the landlord or agent. That notice must end on the first or last day of a rental period.
- 1.76 At the end of the Tenancy you agree to:
 - 1.76.1 Give up the room with full vacant possession.
 - 1.76.2 Give up the room and property, the contents and fixtures and fittings in the same state of cleanliness, condition and decoration as at the start of the Tenancy (reasonable wear and tear excepted) as detailed in the Inventory and to pay for the repair or replacement of those items damaged or lost during the Tenancy which are your responsibility in this Agreement.
 - 1.76.3 Leave the Contents in the same position they were in at the start of the Tenancy.
 - 1.76.4 Return any linen, blankets and towels that may be provided, freshly washed and clean.
 - 1.76.5 Return all keys and security devices to the Landlord or agent and pay all reasonable costs of having replacement locks and security devices fitted and new keys cut in the event that not all keys and security devices are returned.
 - 1.76.6 Remove all your belongings, personal effects, furnishings and equipment including food and perishable items from the property on, or before, the last day of the tenancy.
 - 1.76.7 Remove all your refuse and rubbish from within the property and to ensure that it is stored outside in proper receptacles and, where appropriate, make arrangement with the local authority or others for its prompt removal at your expense.
 - 1.76.8 Give the Landlord or agent a forwarding address at the end of the tenancy for easy administration and communication between the parties, including easy return of the deposit.
- 1.77 You agree to allow the Landlord or Agent to erect 'for sale' or 'to let' signs at the Property during the last two months, or the length of your notice period if longer, of your Tenancy.
- 1.78 You agree to allow access to the room and property for viewings during the last two month's, or your notice period if longer, of your tenancy when given 24 hours notice. During this period you are responsible for ensuring your room and the property is clean, tidy and presentable for viewings.

- 1.79 At the end of the tenancy, the Landlord or agent will undertake a check-out inspection, to which you will be invited to attend if you wish, to assess the property's condition compared to the original Inventory. If you wish to be present and then fail to keep to this appointment, you agree to pay the Landlord or agent's costs incurred for this missed appointment. The Landlord or agent's assessment of the property's condition will be final and binding.
- 1.80 If you do not leave the property in the same condition as shown on the Inventory (reasonable wear and tear accepted), the Landlord or agent reserve the right to charge for and withhold from your deposit any costs to correct any damage caused, replace any missing items or undertake any cleaning required.
- 1.81 Any furniture, goods or personal effects belonging to you or members of your household which have not been removed from the property at the end of the tenancy shall be deemed to have been abandoned. Provided the Landlord or agent has given written notice to you, or taken reasonable steps to contact you, they may remove, store or dispose of these items 14 days after the end of your tenancy. Perishable, hazardous, harmful or unpleasant items and any items that reasonably appear to be waste or refuse will be disposed of immediately. You are responsible for all reasonable costs which the Landlord or agent may incur in the disposal, removal, and storage of your items. The Landlord or agent are entitled to deduct such costs from your deposit or any money made from selling the items.

2. Landlord's Obligations

The Landlord agrees to:

- 2.1 Allow you to quietly possess and enjoy the Property during the Tenancy without interruption from the Landlord or agent, notwithstanding Clause 1.62 in this Agreement.
- 2.2 To pay all assessments and outgoings in respect of the Property, which are the responsibility of the Landlord.
- 2.3 Arrange for the Property and Landlords Contents (**not the Tenant's possessions**) to be insured under a comprehensive insurance policy and use all reasonable effort to arrange for any damage caused by an insured risk to be remedied as soon as is practicable, and to refund to you any Rent paid for any period in which the Property is uninhabitable or inaccessible as a result of such damage, unless the insurers refuse to pay out the policy monies because of anything you have done or failed to do in breach of your obligations under this Agreement.
- 2.4 Pay the council tax, utilities, service charges and any ground rent the Landlord is responsible for as specified in this agreement
- 2.5 Ensure that all the furniture and equipment within the Property supplied by the Landlord complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 as amended.
- 2.6 Ensure that the property is compliant with The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 at the start of the tenancy.
- 2.7 To carry out promptly any repairs which are the Landlord's responsibility.
- 2.8 To provide a copy of the Landlords Gas Safety Certificate where applicable, a copy of the Energy Performance Certificate, Electrical Installation Condition Report for the property and a "How to Rent Guide", electronic communication methods accepted. Your signature below acknowledges receipt of these items.

Re-instatement of property rendered uninhabitable

- 2.9 The Landlord's repairing obligations referred to in clause 2.7 shall not be construed as requiring the Landlord to (a) carry out works or repairs for which you are liable by virtue of your duty to use the property in a tenant-like manner; (b) to rebuild or reinstate the property in the case of destruction or damage by fire or by tempest, flood or other inevitable accident; or (c) to keep in repair or maintain anything which you are entitled to remove from the property.
- 2.10 The contract (Rights of Third Parties) Act 1999 does not apply to this agreement.
- 2.11 This agreement is subject to all laws and statutes affecting residential assured tenancies. If a court decided that some part of the agreement is invalid or unenforceable, the rest of the agreement will still be valid and binding on all parties.

3. Ending the Tenancy

- 3.1 If the tenancy is, at the time, an assured tenancy, the Landlord has the right to recover possession of the property by lawful means if any of the grounds listed in Schedule 2 of the Housing Act 1988 as amended apply (these include not paying rent, intending to sell the property, breaking or breaching a term of this agreement and causing a nuisance or annoyance).
- 3.2 If the tenancy is not at that time an assured tenancy, the Landlord may recover possession via forfeiture and re-entry where: the rent is unpaid 14 days after becoming payable whether it has been formally demanded or not;
- You are declared bankrupt; or
 - You breach any term of this tenancy agreement.

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

- 3.3 You may bring the tenancy to an end by providing the Landlord or agent notice that you intend to vacate the property. **The notice must be served in writing.** You may provide this notice to the Landlord address or email address as set out in The Particulars of this agreement.
- 3.4 For your notice to be valid, it must provide **at least two months' notice and must expire on the first or last day of a rental period.** Any one tenant can serve notice to terminate the tenancy for all joint tenants.
- 3.5 Once notice is validly served it may only be withdrawn if the Landlord or agent and all joint tenants agree in writing to the withdrawal.
- 3.6 For the avoidance of doubt, if a notice is invalid then the Landlord or agent is not required to accept the notice and you should continue to meet your ongoing obligations under this tenancy, including the payment of rent.

Effect of Termination

- 3.7 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.

Surrender of the tenancy by the Tenant

- 3.8 Strictly with the Landlord's or agent's prior written consent and subject to certain conditions that include reimbursing the Landlord all the reasonable costs associated with the re-letting of the property, and paying rent until a new tenant moves in, you **may** be

allowed to surrender or give up this tenancy before the end of your notice period as per clause 3.3 and 3.4.

4. The Security Deposit

The security deposit referred to in The Particulars will be held as security for and in respect of, the performance by you of all your obligations in this agreement including those set out in this section.

- 4.1 The deposit taken will be held protected under the terms of a Government-approved tenancy deposit scheme: The Deposit Protection Service (The DPS) - Insured scheme. The deposit will be held within the terms of the scheme. The landlord or agent will retain any interest earned on the Deposit or on any monies retained as specified in Clause 4.3 of this Agreement.
- 4.2 The Deposit will be returned to you within 10 working days once both parties agree on any deductions to be made at the end of the Tenancy, and upon vacant possession of the Property and return of the keys, so long as you have kept to all the conditions of this Agreement.
- 4.3 Monies will be deducted from your Deposit in respect of all reasonable costs and expenses incurred by the landlord or agent (including but not limited to the costs and fees of the Landlord's solicitors and other professional advisors) in respect of:
 - 4.3.1 Any rent or other money due or payable by you under the Agreement which remains unpaid at the end of the tenancy
 - 4.3.2 All reasonable costs associated with enforcement of any of the provisions of this Agreement.
 - 4.3.3 Compensation in respect of your use and occupation if you fail to vacate the Property on the end of tenancy date.
 - 4.3.4 The costs of serving any notice relating to the breach of your obligations under this Agreement whether or not these result in court proceedings.
 - 4.3.5 Any costs or damages awarded to the landlord by order of the court in any proceedings brought against you.
 - 4.3.6 The cost of repairing, decorating or cleaning the Property or the Contents so they are to the same standard as at the start of the Tenancy (reasonable wear and tear excepted).
 - 4.3.7 Any damage, or compensation for damage, to the property, its fixtures and fittings or for missing items for which you are liable, subject to an allowance for reasonable fair wear and tear and for the age and condition of each and any such item at the start of the tenancy.
 - 4.3.8 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, or if the Landlord or agent has incurred any losses because you have not paid.
 - 4.3.9 Any other monies owed by you to the Landlord or agent.
 - 4.3.10 The fair costs incurred in compensating the Landlord for, or for rectifying or remedying any meaningful breach by of your obligations under this agreement, including those relating to the cleaning of the premises, its fixtures and fittings.

4.4 If your Deposit is not enough to cover all the costs due to the Landlord or agent, you must pay to the Landlord or agent within 14 days the amount needed to cover all costs, charges and expenses properly due.

5. Serving of Notices and other prescribed information

5.1 If the Landlord or agent serves any notices or documents on you, including any as required or permitted under this agreement or any that the law tells us they must or may give, such notice or document shall be deemed served as set out in clause 5.3.

5.2 You agree that we may serve any notices or other documents via electronic methods, such as email, to the email address(es) you gave on your application for the property and as specified in The Particulars of this agreement.

5.3 Any notices sent in line with clause 5.0 will be deemed served:

- in the case of first-class post, two working days after posting;
- in the case of email, sent before 5.30pm on a working day, at the time of leaving the sender's outbox, otherwise on the next working day;
- if the notice is left at the property before 5.30pm on a working day, on the same day, otherwise on the next working day.

5.4 In accordance with Section 47 and 48(1) of the Landlord and Tenant Act 1987 you may serve Notices (including Notices in proceedings) on the Landlord or agent at the address specified in The Particulars of this Agreement.

6. Pets

6.1 You may **request consent** to keep a pet at the property during this tenancy. This request must be made in writing to the Landlord or agent and the Landlord will not unreasonably refuse to provide this consent.

6.2 Any requests in writing must include a description of the pet for which consent is sought. This description should include:

- the number of pets you are requesting to keep at the property
- the type of animal, breed, whether they are on the exemptions register for dangerous dogs
- a photograph of the pet and their name
- the age of the pet, and whether the pet is house trained, and evidence of their vaccinations, insurance and flea treatment.
- how you intend to look after the pet

6.3 Any requests in writing will be responded to within 28 days unless both parties agree to extend beyond this time. The Landlord or agent may request further information at this time, rather than providing or refusing consent.

6.4 If the Landlord or agent responds with a request for further information, or we have sought the consent of a superior landlord, within 28 days of the initial request, then we are not obliged to refuse or provide consent to a pet until seven days after you provide further information, or the superior landlord responds to our request.

6.5 You may not keep any pets in the property without first seeking permission in writing.

6.6 If consent is granted, then the Landlord or agent may set reasonable conditions for the behaviour of the pet while it resides in the property. These conditions will be provided to you in writing and form a pet behaviour policy. If either you, or the pet, fails to adhere to the terms of this pet behaviour policy then it will be considered a breach of this tenancy

agreement.

7. Adaptations and improvements

- 7.1 You must not make any internal or external alteration or addition to the property, its fixtures or fittings, or the electric, 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 seeking the landlord or agents written permission (which will not be unreasonably withheld).
- 7.2 Any request for adaptations, additions or services under the Equality Act 2010 must be made in writing. We may not unreasonably withhold consent to these requests where:
- A disabled person occupies or intends to occupy the property as their main home and
 - The request is likely to facilitate the disabled person's enjoyment of the premises.
- 7.3 If we refuse consent to a written request, we will respond in writing setting out reasons for refusal.
- 7.4 If we grant permission for an adaptation or alteration, then we may set reasonable conditions for the making of a relevant improvement. If you do not keep to the terms of these reasonable conditions, then it will be treated as a breach of the tenancy.

8. Conditions specific to a house in multiple occupation (HMO)

- 8.1 You and any guests you bring to the property must not impede the Landlord, agent, or our contractors 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 agent access at reasonable times to perform management duties.
- 8.2 You must ensure that any rubbish and recyclable waste is stored and disposed of in the appropriate container as instructed by the local authority.
- 8.3 You must inform us if the containers that the landlord or the local authority have provided for waste disposal are insufficient to store all the waste from the property.
- 8.4 You must give us any reasonable information that the landlord, agent or local authority require to perform HMO management duties.
- 8.5 You must comply with any reasonable requests or instructions the landlord, agent or the local authority make to you in performing HMO management duties.

9. Consents

- 9.1 The Landlord confirms that all necessary consents have been obtained to enable the Landlord to enter into this Agreement (whether from Superior Landlord, Lenders, Mortgagees, Insurers, or others).
- 9.2 If the property is subject to a mortgage, by signing this agreement you acknowledge that you are aware the property is subject to a mortgage and that the mortgagee may be entitled to possession.

10. Data Protection

- 10.1 You hereby consent to the Agent, Landlord and/or the referencing company used by the Landlord or Agent processing any information or personal details on or of you the Tenant as defined in the Data Protection Act 1998 and General Data Protection Regulations (GDPR) of 2018.

10.2 You hereby agree that the Agent and/or Landlord may pass on your personal information and/or your forwarding address to appropriate parties such as referencing agencies, utility suppliers, local authorities, any credit agencies, debt collection agencies and Government bodies.

11. The following are SPECIAL or ADDITIONAL CLAUSES applicable to the tenancy agreement and agreed by the parties.

11.1 If you have been provided with a mattress protector at the start of the tenancy this must be replaced with a new mattress protector left in its packaging when checking out or a charge will be made.

11.2 If there is bin rota in place, on the signing of this agreement, you agree that you will remove rubbish on the allocated day and place in the appropriate recycling and waste receptacles ready for collection.

11.3 Utilities including, but not limited to; gas, electric, water, council tax, and broadband, are included in your rent. Utilities are subject to the Utilities **Fair Usage policy** and exclusions as detailed below. The Utilities Fair Usage policy is to ensure that your energy and water usage is not excessive and kept within reasonable and sensible limits. The fair usage limits below are per tenant in the property and if all tenants are sensible with energy and water consumption, it is unlikely these limits will be exceeded. **Where these limits are exceeded you and all tenants in the property will be jointly liable for any amount over this which is payable on demand.** Note that charging of electric vehicles is **NOT** permitted unless agreed in writing with the Landlord. If a coin operated appliance is present or installed in the property all costs are to be paid by the tenant and the appliance must not be tampered with.

Utilities subject to Utilities Fair Usage policy	
Electric and Gas combined	£75 per tenant per month
Water	£25 per tenant per month
Utility Exclusions	
Charging of electric vehicles	NOT Permitted unless expressly agreed in writing by the Landlord
Coin operated appliances (if present or installed in the property)	Use of coin operated appliances are to be paid for by tenants. If tampering of appliances is found all tenants will be billed.

11.4 You agree not to bring, or keep additional appliances, such as fridges or freezers into their room, unless expressly permitted in writing by the Landlord.

11.5 You agree not store food in your room(s), unless this is within kitchenette cupboards. You agree to use the cupboards and space provided in the communal kitchen(s) for storing food items.

11.6 This is a **non-smoking property**. You agree that neither you or your guests and visitors will smoke or vape in property. If you or your guests or visitors smoke or vape outside the property they agree to do so away from open doors or windows and to keep the exterior of the property clear of ashtrays and discarded cigarettes etc. If you breach this clause then you are responsible for the reasonable costs of rectification of any damage caused or of any appropriate cleaning and fumigation required.

- 11.7 You or your guests or visitors may not bring any pet or animal into the property or onto the grounds of the property without the written consent of the Landlord or Agent as per clause 6 of this agreement.
- 11.8 Should you lose your job you must notify the Landlord or agent and ensure rent continues to be paid as per the clauses in this agreement.
- 11.9 You agree to keep the property including communal areas clean and tidy; and that you will not store your belongings in or obstruct any communal area of the property without the written consent of the Landlord or Agent.
- 11.10 We strongly recommended that you take out at least minimal contents insurance to cover your belongings and Tenant liability insurance for any damage you cause to the property as they will **not** be covered by the Landlords insurance.
- 11.11 Rent payments must be set up via direct debit or standing order to arrive in the nominated bank account on the 1st of each month. Failure to do so will result in a breach of contract. Any maintenance or repair charges must be paid within 14 days of invoice.
- 11.12 Meter readings may be collected as near to the last day of the month as possible, during 9am - 6pm Monday to Saturday. 24 hours notice will not be given. The agent will first knock the door and ring the doorbell, but if no answer will let themselves in, only to collect meter readings and leave again, locking the front door.
- 11.13 Where a cleaning company is used for regular communal cleaning, they will have a set of front door keys but no individual bedroom door keys. There is a set schedule for the days the cleaning company will attend the property, please make a note of these days and lock any valuables in your bedroom if you so wish. The cleaning company will first knock/ring the doorbell, but if no answer will let themselves in to clean the communal areas of the property, locking the front door as they leave. The cleaning is not included in the rent but provided free of charge by the Landlord and can be withdrawn at any time.
- 11.14 If you want to leave the property before the expiry of the required minimum notice period as specified in this agreement, and if this is agreed in writing by the agent/Landlord, an early release fee will be payable reflecting the Landlords cost to find a new Tenant, plus all rent due until a new Tenant is found. Tenant must also make a reasonable attempt to find a suitable replacement Tenant.
- 11.15 At the end of the tenancy and prior to the check-out appointment, you must clean your room and any ensuite to the standard it was on the check-in Inventory e.g. professionally cleaned.
- 11.16 You confirm that the smoke and Carbon Monoxide alarms in the property are in working order as on the first day of this tenancy agreement.

12. SIGNATURES of the PARTIES

IMPORTANT

This agreement contains the terms and obligations of the tenancy. It sets out promises made by you to the Landlord, and by the Landlord to you. These promises will be legally binding once the agreement has been signed and dated by both parties. Make sure you want to agree to it all and that it contains everything you need. Whilst every attempt has been made to compose this agreement using plain and intelligible language, it inevitably contains some legal terms or references. If you do **not understand this agreement or anything in it, you should ask for an explanation before signing it. Alternatively, you should consider asking for help from a solicitor, Citizens Advice or a Housing Advice Centre.**

Signed as an Agreement, including all terms and conditions therein

Between the Landlord

Signed by Bristol Property Partnership for and on behalf of the Landlord

SIGNED

Signature: [Signable.signaturefield_signer2]

Date: [Signable.date_signer2]

And you the Tenant(s)

SIGNED

Signature: [Signable.signaturefield_signer1]

Print name: [Tenancy.tenant1_name]

Date: [Signable.date_signer1]

Additional Acknowledgements

You confirm you have been issued with a copy of the Energy Performance Certificate (EPC).

You confirm you have been issued with a copy of the Annual Landlords Gas Safety Certificate.

You confirm you have been issued with a copy of the latest Government's "How to Rent" guide.

You confirm you have been issued with a copy of the DPS Insured Terms & Conditions.

You confirm you have been issued with a copy of the Electrical Installation Condition Report.

Signed by you the Tenant(s)

SIGNED

Signature: [Signable.signaturefield_signer1]

Print name: [Tenancy.tenant1_name]

Date: [Signable.date_signer1]

Inventory

You confirm that when you receive your Inventory you will review it to ensure it is a fair and accurate representation of the property's condition at the time of moving in.

You have **7 days from the start date the Tenancy** to request any amendments to your Inventory. You must provide dated pictures taken on the first day of your tenancy for any amendments to be made.

Signed by you the Tenant(s)

SIGNED

Signature: [Signable.signaturefield_signer1]

Print name: [Tenancy.tenant1_name]

Date: [Signable.date_signer1]

The home of deposit protection

PRESCRIBED INFORMATION RELATING TO TENANCY DEPOSITS

The Deposit Protection Service – Insured scheme



NOTE: The landlord must supply the tenant with the Prescribed Information regarding any tenancy deposit required to be dealt with under the Insured tenancy deposit scheme.

To: [Tenancy.tenant1]

- 1. The name, address and contact details of the Scheme Administrator of the Tenancy Deposit Scheme that is safeguarding your tenancy deposit is:**

The Deposit Protection Service (The DPS)

The Pavilions
Bridgwater Road
Bristol
BS99 6AA

Telephone No. 0330 303 0030

Online: Enquiry Forms are available through the Virtual Customer Service Agent or the Frequently Asked Questions at www.depositprotection.com

- 2. Information contained in a leaflet supplied by the Scheme Administrator to the Landlord explaining the operation of the provisions contained in the statutory scheme.**

See Terms and Conditions provided

3. Information on the procedures applying for the release of the deposit at the end of the tenancy.

See Terms and Conditions provided

4. Procedures that apply under the Scheme where either the Landlord or the Tenant is not contactable at the end of the tenancy.

See Terms and Conditions provided

5. Procedures that apply under the Scheme where the Landlord and the Tenant dispute the amount to be repaid to you in respect of the deposit.

See Terms and Conditions provided

6. The facilities available under the Scheme for enabling a dispute relating to the deposit to be resolved without recourse to litigation.

There is an alternative Dispute Resolution Scheme available enabling an independent adjudicator to decide on any dispute. See attached Terms and Conditions for further information.

In accordance with The Housing (Tenancy Deposits) (Prescribed Information) Order 2007 and Renting Homes (Deposit Schemes) (Required Information) (Wales) Regulations 2022 for properties in Wales.

7. Tenancy specific information

(a) Amount of deposit paid: £[Tenancy.deposit_registered_total_required]

(b) Address of property to which the tenancy relates. [Tenancy.unit]

(c) Name, address and details of landlord(s):

Landlord name: [Tenancy.owner]

Landlord Address: C/O Bristol Property Partnership, [Tenancy.property_manager_address]

Landlord Telephone number: [Tenancy.property_manager_phone_work]

Landlord email address: [Tenancy.property_manager_email]

Landlord fax number: n/a

(d) Name, address and contact details of the Tenant(s) (in the case of joint tenants insert this information for all tenants):

Tenant 1:

Name: [Tenancy.tenant1]

Address (including postcode): [Tenancy.unit]

Telephone number(s): [Tenancy.tenant1_mobile]

Email address(es): [Tenancy.tenant1_email]

Fax Number(s): N/A

Contact address to be used by The Landlord at the end of the tenancy: **To be provided by tenant.**

Note: please see Note 3 below regarding the tenant or lead tenant's responsibility to register their contact address with The DPS and to ensure that their address is updated at the end of the tenancy

(e) Name of Third Party making the payment (interested party):

Name: N/A

Address (including postcode): N/A

Telephone number(s): N/A

Email address(es): N/A

Fax Number(s): N/A

Note: If there are additional third parties, please attach a continuation sheet with the same information for the further third parties.

(f) Circumstances when all or any part of the deposit may be retained by the Landlord: **Refer to the**

Clause(s) 4 of the Tenancy Agreement.

I/We (being the Landlord) certify that –

- (i) The information provided is accurate to the best of my/our knowledge and belief
- (ii) I/We have given the Tenant(s) the opportunity to sign this document by way of confirmation that the information is accurate to the best of the Tenant(s) knowledge and belief

Signed by Bristol Property Partnership for and on behalf of the Landlord

SIGNED

Signature: [Signable.signaturefield_signer2]

Date: [Signable.date_signer2]

And you the Tenant(s)

SIGNED

Signature: [Signable.signaturefield_signer1]

Print name: [Tenancy.tenant1_name]

Date: [Signable.date_signer1]

NOTES

- (1) A copy of The Deposit Protection Service Insured Terms and Conditions must be sent with the Tenancy Agreement.

It is available to download from <https://www.depositprotection.com/insured-terms-and-conditions>

- (2) The tenant(s) and relevant persons (if any) agree that the lead tenant has been nominated by all the joint tenants and any relevant persons and that the responsibilities of the lead tenant are fully understood by all tenants. The responsibilities are detailed in Section 8 of the Terms and Conditions.
- (3) It is the tenant's or lead tenant's (where relevant) responsibility to register their contact address with The DPS and to ensure that address is updated at the end of the tenancy.
- (4) The document is provided by The DPS by way of information only. The DPS accepts no liability for its contents. It is the Landlord(s) responsibility to ensure it is completed accurately, served on the Tenant(s) within 30 days of receipt of the deposit and to give the Tenant(s) an opportunity to check and sign this document.

FIRE ACTION



IF YOU DISCOVER A FIRE

Raise the alarm
DO NOT take any personal risk



CALL THE FIRE BRIGADE

TELEPHONE: 999 and ask operator for Fire Brigade.
When the brigade answer, state that the fire is at; -

[Tenancy.property_address]



ON HEARING THE ALARM

Leave by the front door, taking any visitors with you.

Where possible ensure the other occupants have safely vacated. Where possible ensure the other occupants have safely vacated.



REPORT TO ASSEMBLY POINT:

OUTSIDE OVER THE ROAD OPPOSITE THE FRONT DOOR

FIRE DOOR INFORMATION:

- Fire doors should remain shut when not in use.
- Residents and their guests should not tamper with self-closing devices on fire doors.
- Residents should report any fault with, or damage to, fire doors immediately to the Responsible Person.

These faults can be reported to **Bristol Property Partnership,**
Horfield House, 10 Lockleaze Road, Horfield, BS7 9RR.
Telephone: 0117 3790420.