

TENANCY AGREEMENT CHECKLIST

Tenancy agreements are made between a tenant and landlord to allow you to live in the landlord's property in exchange for rent. An agreement is meant to clearly communicate both the tenant and landlord responsibilities. Most tenancy agreements are Assured Shorthold Tenancies (ASTs) and many student agreements have a fixed term as opposed to a periodic tenancy (i.e. for a 12 month term compared to a month-to-month let).

Tick in the box if included	Checklist
	Your name (and any other tenants' names if you are signing a shared agreement)
	Your landlord's name and address
	The address of the property
	The duration of the tenancy, also called the 'term' (i.e. a start and finish date)
	Amount of rent payable including when and how it needs to be paid
	What utility bills you are responsible for (e.g. council tax, broadband, water, electricity, TV license)
	What obligations your landlord is responsible for (e.g. repairs, plumbing, external and structural care)
	Your responsibilities as a tenant (e.g. changing lightbulbs, regularly cleaning the property, etc.)
	Information about when your landlord can access the property with at least 24 hours written notice
	Information about your deposit including how much your deposit is and how it will be protected
	Information about visitors. For example it is unlikely you can sublet your flat without written approval from the landlord.
	Information about content insurance (e.g. if your possessions are damaged) and about avoiding invalidating your landlord's building insurance
	Whether you need to supply a rent guarantor (this may not always be required, but if it is, it should state so in your agreement)
	Upfront fees and charges need to be transparent, whether they are included in your agreement or published through an agency in advance
Total	<p>13-14: Good. Your agreement is looking good and is likely safe to sign, just make sure you become familiar with everything in your contract</p> <p>10-12: Okay. Your agreement is missing a few important things, so enquire about why they are not included and ask your landlord or the agency to include items that are missing</p> <p>9 and below: Stop! There are significant items missing from your agreement that need to be changed. Either have the agreement amended or start looking for a different property.</p>