

# 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 classed as Assured Periodic Tenancies (APTs), meaning there is no fixed end date for the agreement but it will explain how you may go about ending your tenancy.

Tick if included	Checklist
	<b>Your name</b> (and any other tenants' names if you are signing a shared agreement)
	<b>Your landlord's name</b> and postal address
	<b>The address</b> of the property you are renting
	The tenancy <b>start date</b>  <i>For Purpose-Built Student Accommodation and On-Campus Rooms:</i> The duration of the tenancy, also called the 'term' (i.e. a start and finish date)
	<b>Amount of rent</b> payable including when and how it needs to be paid
	Clear information about how the landlord can propose <b>raising the rent</b>
	What <b>utility bills</b> you are responsible for (e.g. council tax, broadband, water, electricity, TV license)
	What <b>obligations</b> your landlord is responsible for (e.g. repairs, plumbing, external and structural care)
	<b>Your responsibilities</b> as a tenant (e.g. changing lightbulbs, regularly cleaning the property, etc.)
	Information about when your landlord can <b>access the property</b> with at least 24 hours written notice

	Information about <b>your deposit</b> including, how much your deposit is and how it will be protected - it must be protected by an approved scheme
	Information about <b>visitors</b> . For example, it is unlikely you can sublet your flat without written approval from the landlord
	Information about <b>contents insurance</b> (e.g. if your possessions are damaged) and about avoiding invalidating your landlord's building insurance
	Whether you need to supply a <b>rent guarantor</b> (this may not always be required, but if it is, it should state so in your agreement)
	Information about <b>ending the tenancy</b> , including how the tenants can end the agreement, the minimum notice, how to serve notices to the landlord and how the landlord may seek possession of the property
<b>Total</b>	
	<p><b>13-15: Good</b> Your agreement is looking good and is likely safe to sign, just make sure you become familiar with everything in your contract.</p> <p><b>10-12: Okay</b> 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><b>9 and below: Stop!</b> 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>