



Joint Tenancy Agreement - Residential Property Management & Letting

This agreement is an assured short hold tenancy (as defined in section 19A of the Housing Act 1988). The arrangements in Section 21 of the Housing Act 1988 for the Landlord to repossess the Property apply to this Agreement. This means that you cannot claim any legal rights to stay on once the tenancy has ended and a court order has been obtained requiring you to leave. For a more detailed explanation you should consult a Housing Advice Centre, Solicitor or Citizens Advice Bureau who will tell you what this means.

JOINT TENANCY AGREEMENT

For letting furnished property on an assured short hold tenancy under Part 1 of the Housing Act 1988.

THIS AGREEMENT is made the

BETWEEN

**c/o Sugarhouse (Leeds) Ltd trading as "Sugarhouse Properties"
First Floor, 21 Otley Rd, Headingley, Leeds, LS6 3AA**

"The Landlord" which includes the person who is for the time being entitled to possession of the Property when the Tenancy ends.

AND

(1)	(11)
("the Responsible Person")	
(2)	(12)
(3)	(13)
(4)	(14)
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	

ADDRESSES (order as above)	
(1)	(11)
(2)	(12)
(3)	(13)
(4)	(14)
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	

"The Tenant" which expression shall where the context so admits include the persons deriving title under the Tenant.

Where the Tenant is two or more individuals each shall be jointly and individually responsible for paying the rent and for keeping all of the terms of this Agreement. Each person is therefore individually responsible to the Landlord for payment of the whole of the rent and for performing the Tenant's obligations contained in this Agreement.

WHEREBY IT IS AGREED as follows:-

1. The Landlord lets and Tenant takes the premises known as

Referred to as "the Property" throughout this Agreement and which expression also includes the Landlord's fixtures, fittings, furniture and effects (if any) at any time in the Property ("the Fixture and Fittings") for a fixed term of

From and including

Referred to throughout this Agreement as the "Commencement Date."

The Tenant shall pay to the Landlord rent of:

£	Per Annum / Month
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Payable monthly / quarterly in advance by Standing Order for the following dates:

The Property does not include any parts which are not habitable. The Landlord will allow the Tenant unrestricted access over such parts provided the Tenant keeps them clean and free from rubbish.

2. The provisions of Section 196 of the Law of Property Act (which sets out how notices can be served) shall apply to any notice authorised or required to be served under this Agreement or under any statutory enactment.

3.

3.1 The Tenant shall pay to the Landlord upon the date of this Agreement a deposit of:

£	("the Deposit")
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to be paid to the Landlord's agent (Sugarhouse (Leeds) Ltd trading as "Sugarhouse Properties" of First Floor, 21 Otley Road, Headingley, Leeds LS6 3AA) herein after referred to as ("the Agent") which the Landlord acknowledges receipt of.

A charge of £50 per additional registration will be charged for any deposits paid after 14 days from the date of this agreement.

3.2 The Tenant confirms that if the Deposit has been paid/contributed towards by a third party on behalf of the Tenant the Tenant will complete the information at the end of this Agreement giving the details of the third party/parties.

3.3 The Deposit is held by the Agent as stakeholder. The Agent is a member of the Tenancy Deposit Scheme (TDS). This means that the Agent cannot part with the Deposit except as agreed between the Landlord and the Tenant or as ordered by the Court.

3.4 If the Property is sold or where the Agent manages the Property if he ceases to manage it the Agent may pay the Deposit to a person who is a member of one of the authorised tenancy deposit schemes even though the Agent holds the Deposit as stakeholder.

3.5 At the end of the Tenancy, the Landlord shall be entitled to withhold from the Deposit the whole or such proportion of the Deposit as may be reasonably necessary to:

3.5.1 make good any damage to the Property or the Fixtures and Fittings (except for fair wear and tear);

3.5.2 replace any of the Fixtures and Fittings which may be missing from the Property;

3.5.3 pay any accounts for utilities, Council tax charges or any other taxes or accounts for which the Tenant may be liable, which remain unpaid;

3.5.4 pay any rent which remains unpaid;

3.5.5 pay for the Property and the Fixtures and Fittings to be cleaned if the Tenant is in breach of its obligation under this Agreement.

3.5.6 pay for any costs and other expenses the Tenant is responsible for under the terms of this Agreement.

3.5.7 reasonable compensation for any other breach of the terms of this Agreement.

3.6 Any interest earned on the Deposit will belong to the Agent.

3.7 Without prejudice to sub clauses 3.8 and 3.9 the Deposit shall be returned to the Tenant after the Tenant has vacated the Property, following the expiration or determination of the Tenancy but after deducting all such rent monies, loss expenses and sums referred to in sub-clause 3.5 (if any).

3.8 Where the Tenant has been in receipt of housing benefit if at any time during the Term they have been paid direct to the Landlord by the Local Authority, the Landlord reserves the right to withhold the Deposit until such time as the Landlord is satisfied that no part of such benefits are repayable to the local authority.

3.9 The Landlord reserves the right to withhold the Deposit until the Tenant has paid for all the costs in full in respect of water, gas, electricity, and telephone for the Property and the Tenant has delivered all final bills received as paid together with proof of payment or exemption for Council Tax to the Agent together with the deposit return form supplied by the Agent.

3.10 At the end of the Tenancy once all the conditions in this Agreement have been met by the Tenant for the return of the Deposit the following provisions shall apply:

3.10.1 The Agent must tell the Tenant within 20 working days of the sub clause 3.9 being satisfied if they propose to make any deduction from the Deposit.

3.10.2 If there is no dispute the Agent will keep or repay the Deposit, according to the agreed deductions and the conditions of this Agreement. Payment of the Deposit or any balance of it will be made within 10 working days of the Landlord and the Tenant agreeing the allocation of the Deposit.

3.10.3 The Tenant should try to inform the Agent in writing if the Tenant intends to dispute any of the deductions regarded by the Landlord or the Agent as due from the deposit within 20 working days after the Landlord or Agent has notified the Tenant of any proposed deductions. The TDS's Independent Case Examiner ("ICE") may regard failure to comply with the time limit as a breach of the rules of TDS and if the ICE is later asked to resolve any dispute may refuse to adjudicate in the matter.

3.10.4 If, after 10 working days following notification of a dispute to the Agent and reasonable attempts having been made in that time to resolve any differences of opinion, there remains an unresolved dispute between the Landlord and the Tenant over the allocation of the Deposit the dispute will (subject to sub clause 3.10.5 below) be submitted to the ICE for adjudication. All parties agree to co-operate with the adjudication.

3.10.5 The statutory rights of the Landlord and the Tenant to take legal action through the County Court remains unaffected by paragraphs 3.10.1 to 3.10.4 above.

3.11.1 That the Responsible Person will be: (i) the receiver of any money the Landlord is required to pay to the Tenant (including the repayment of the Deposit) under the terms of this Agreement, (ii) the only person who will communicate with the Agent on behalf of the Tenant, (iii) the only person who may report repairs or who may make any other requests regarding the Property to the Agent (when possible).

3.11.2 That the Responsible Person may be substituted if requested by a majority of the tenants in writing to the Landlord.

3.12 That Deposit returns will be considerably delayed if remedial work is required to the Property caused by the acts or omissions of the Tenant.

3.13 The Deposit cannot be used by the Tenant in lieu of rent.

3.14 The Landlord may return the Deposit (or the balance of the Deposit), to any person named as the Tenant and the Landlord shall be under no obligation to any of the others named as Tenant in doing so.

4. The Tenant agrees:-

4.1 To pay the rent on the days and in the manner specified.

4.2 To pay the Agent a reasonable charge of £30.00 on every occasion that a payment is unpaid by the Tenant.

4.3 To pay the Agent a reasonable charge of £10.00 for each letter or e-mail written to the Tenant for any act or omission of the Tenant which the Agent reasonably believes to be a breach of the terms of this Agreement.

4.4 To pay the Agent the signing fees as listed in the accompanying application form (provided before the signing of this Agreement).

4.5 To provide upon the date of this Agreement correct bank details and authorisation for standing orders as requested by the Landlord or the Agent and to provide up to date bank details and authorisation for standing orders that the Landlord or the Agent requests during the Tenancy.

4.6.1 To provide a form of guarantee by a person acceptable to the Landlord, if required. The original paper guarantee must be returned to the Agent within 14 days from the date of receipt of the guarantor agreement.

4.6.2 To ensure compliance with the Government's Right to Rent scheme, all tenants must produce a valid original passport or two other suitable forms of ID (as stipulated by the Governments list of acceptable documents which can be found at www.gov.uk, within 14 days of signing the tenancy agreement. Failure to do so may result in the Landlord withholding keys to the property until this is satisfied.

4.7.1 To pay all costs in connection with the supply and removal of gas, electricity, water, sewage, telecommunications, data, television licence fee and other services and utilities to and from the Property.

4.7.2 To comply with all requirements of the relevant suppliers relating to the use of those services and utilities.

4.7.3 To pay all taxes relating to the Property including Council tax.

4.7.4 If any of the costs in this sub clause 4.7 are payable in relation to the Property together with other property, the Tenant shall pay a fair proportion of all those costs.

4.7.5 To notify each utility company of the change of tenant at the commencement and the end of the Tenancy and to provide evidence that this has been done if reasonably requested by the Landlord or Agent.

4.7.6 To take final meter readings (not estimated) of the gas, electric and water (where applicable) and telephone companies on the last day of the Term and to notify each utility company (and the Agent if requested) of those final readings.

4.7.7 To pay for any disconnection charges in the event of any such services referred to in this sub clause 4.7 being disconnected as a result of the Tenant's default and to pay for the reconnection of those services and to pay any charges to transfer such facilities back to the Landlord at the expiry or sooner determination of the Tenancy.

4.7.8 Not to alter the gas or electricity supplier without notifying the Landlord of the name, address and account number of the new supplier.

4.8 Not to damage or injure the Property or make any alteration modification or addition to it, including decorating or interfere with the water, gas or electrical system without the Landlord's written consent (such consent not to be unreasonably withheld or delayed).

4.9 To preserve the Fixtures and Fittings from being destroyed or damaged and not remove any of them from the Property or store them or anything else in the basement of the Property.

4.10 Not to fit or change any locks at the Property.

4.11.1 To return the Property at the end of the Tenancy in the same good clean state and condition as it was at the beginning of the Tenancy.

4.11.2 To make good or if so required by the Landlord pay all reasonable costs for the repair of or replacement of any damage to the Property and all such items of the Fixtures and Fittings as shall be broken, lost, damaged or destroyed during the Tenancy (reasonable wear and tear excepted).

4.12.1 Return the keys to the Agent before 11:00 am on the last day of the Tenancy.

4.12.2 Failure to return keys at this time may result in a charge for replacement keys for internal door locks and a lock change for each of the communal doors including replacement keys for the landlord or Agent and future tenants.

4.13 To pay the reasonable costs (minimum £40.00) of the Landlord or Agent for any out of office hours call outs due to lost / misplaced keys (where possible) including the cost of their own time.

4.14 To leave the Fixtures and Fittings at the end of the Tenancy in the rooms or places in which they were at the beginning of the Tenancy.

4.15 To pay all reasonable costs incurred for the cleaning of all carpets, the washing and ironing or pressing of all linen, counterpanes, blankets and curtains which shall have been soiled during the Tenancy.

4.16 To pay for all damage to the Property including accidental damage caused by the Tenant or the Tenant's guests and damage caused by anybody including intruders due to the forcing open of locked internal doors.

4.17 Not to assign, sublet or part with possession of or charge the Property or any part of it or share occupation of all or any part of the Property without the prior written consent of the Landlord (such consent not to be unreasonably withheld or delayed).

4.18 Not to carry on in the Property any profession, trade or business or receive paying guests at the Property and to not place or exhibit any notice board or notice on the Property or use the Property for any other purpose than that of a strictly private residence for the occupation solely of the Tenant.

4.19 Not to do or suffer to be done in the Property anything which may, (i) be or become a nuisance or annoyance to:- the Landlord, the Agent, other neighbouring premises, or other owners or occupants (ii) invalidate any insurance against fire or increase the ordinary premium for such insurance, (iii) be illegal or immoral.

4.20 To use the Property in a tenant like manner and to keep the Property and Fixtures and Fittings clean and tidy or to pay to have them cleaned if necessary. If 7 days after receiving a written warning that the Landlord is not satisfied with the cleanliness of the Property and/or the Fixtures and Fittings to the required standard (with the Landlord acting reasonably) the Tenant will pay for this cleaning. This includes keeping the windows clean inside and out.

4.21.1 To keep any outside grounds of the Property clear of litter and rubbish arising from any source or to pay to have this rubbish cleared.

4.21.2 To clear or pay for the cost of clearing all blockages and stoppages to any sink, bath, shower, W.C. or other waste serving the Property if the blockage can reasonably be attributed to Tenant misuse or negligence.

4.22.1 To heat and air the Property as required to prevent freezing and condensation occurring.

4.22.2 Pay a reasonable sum for damage including redecoration, caused by condensation if such damage can reasonably be attributed to Tenant misuse or negligence.

4.23.1 Not to keep any birds or animals at the Property without the Landlord's prior written consent such consent not to be unreasonably withheld. Any such consent may be withdrawn for good reason.

4.23.2 Should any unauthorised animal or bird be seen in the property, the agent or landlord reserve the right to request that the soft furnishings in the property are cleaned and treated using a suitable cleaning company at the end of the tenancy.

4.24.1 To permit the Landlord or the Agent at all reasonable hours on at least 24 hours' notice (except in the case of emergencies) to enter the Property for the purposes of inspection, repairing, replacing, making repairs, altering, cleaning or improving or to permit the Landlord to exhibit a To Let or a For Sale board on the Property without penalty to the Landlord or Agent.

4.24.2 To permit the Property to be viewed at all reasonable times upon previous appointment made by any person who is, or who is acting on behalf of a prospective purchaser or tenant of the Property who is authorised by the Landlord or the Agent.

4.25 To inform the Agent immediately (or as soon as the Tenant becomes aware) of any repairs needed particularly those where lack of attention will cause further damage to the Property.

4.26 To be responsible for the removal or control of any rodents or general infestation which affect the Property during the Tenancy if such infestation can be reasonably attributed to the Tenant's lack of care and/or the state of cleanliness of the Property.

4.27 To replace consumables (e.g. light bulbs, fluorescent strip lights, Hoover belts and bags, cleaning materials, etc).

4.28 That no additional upholstered furniture may be brought into the Property without the Landlord's prior written permission.

4.29 Not to use any form of paraffin heater, liquid petroleum gas heater or portable gas heater within the Property.

4.30 Not to erect any wireless, satellite dish or television aerial at the Property without the prior written consent of the Landlord or the Agent (such consent not to be unreasonably withheld).

4.31 To keep the Property secured against theft or illegal entry and to activate the burglar alarm (if any) whilst the Property is unoccupied.

4.32 To allow a period of one month without liability to the Landlord from the date under which the Tenant notifies the Landlord or Agent to respond to and rectify any such reasonable requests as may be made by the tenant to clean, furnish or repair the property in order to move in. Such requests must be made to the Agent within a reasonable time which the Tenant acknowledges within 48 hours of the first set of keys being collected; otherwise the Tenant will be deemed to have received the Property in an acceptable condition. The Landlord or Agent will use all reasonable endeavours to ensure these requests are dealt with within this month.

4.33 To pay all reasonable expenses (including Solicitors' and Surveyors' fees) which the Landlord incurs in preparing or serving any notice relating to this Agreement or the Tenancy including a notice under Section 146 of the Law of Property Act 1925 (even if forfeiture is avoided without a Court order) or in preparing and serving a Schedule of dilapidations recording failure to give up possession of the Property in the appropriate state of repair when this Agreement ends or in recovery of arrears of rent or in enforcing any obligations on the part of the Tenant.

4.34 In the event of any instalment of rent or any other money payable under this Agreement remaining unpaid after the same becomes payable then the same shall carry interest at the rate of 4% per annum above the base rate of Royal Bank of Scotland plc (with a minimum of 5%) from time to time from the date upon which the same became payable until payment.

4.35 Not to store or bring on the Property within reason any article of a specifically combustible inflammable or dangerous nature.

4.36 As soon as reasonably possible to forward to the Landlord any post addressed to the Landlord.

4.37 To replace any glass or windows in the Property which may be cracked or broken that can reasonably be attributed to Tenant's misuse.

4.38 To carry out regular tests on the burglar alarm and fire alarm systems (if any) and to replace as necessary the batteries to any similar attachments in the Property.

4.39 That the maximum number of occupiers is: and that the Tenant will not allow this number to be exceeded.

4.40 Not to do anything which is in breach of any HMO licence affecting the Property.

4.41 That all rooms within the Property are the joint responsibility of all the tenants to the Tenancy. Any deductions from the Deposit will be on a joint basis.

4.42 Not to do anything which may create a fire or safety hazard at the Property. This includes not overloading electric sockets.

4.43 That on returning the Property to the Landlord, the following requirements are to be met in full by the Tenant:-

(i) All rents for the Property are paid in full. (ii) All keys to the Property are returned directly to the Agent on or before 11:00 am on the last day of the Tenancy and not handed directly to the new occupants. In the event of a full set of keys not being returned in the manner specified the Tenant will pay the Landlord or Agent for replacement locks, keys and fitting costs.

(iii) The Property is thoroughly cleaned throughout to a reasonable standard. All carpets are vacuumed or brushed; lino areas mopped or scrubbed; walls, doors and skirting boards are washed down with mild detergent; all kitchen cupboards and work surfaces are cleaned inside and underneath; bath, shower and sink units are to be left descaled and clean. Toilets are to be left cleaned and bleached.

(iv) All personal effects are removed from the Property and all rubbish including foodstuffs, bottles, newspapers, magazines and unwanted clothing is to be bagged and removed from the Property. Bin areas are to be left in a clean and tidy state. Any rubbish left in a manner unacceptable for collection by the local authority will be removed by the Landlord and the reasonable cost of removal paid by the Tenant, this may include trade refuse charges. Any items left in the property will be removed and left outside the property. The Agent or Landlord cannot be held liable for these items after keys have been returned.

(v) The Tenant's rental equipment such as Televisions, videos, washing machines are returned to their owners and any outstanding rental charges paid in full

(vi) There is no damage to the Property or the Fixtures and Fittings (other than fair wear and tear).

(vii) Any belongings left in the property after the expiry date of the tenancy will be disposed of. The tenant agrees that the Landlord or Agent will not be held liable for any loss.

4.45 When a set of keys is lost by a tenant, they must report this to the office immediately. The tenant will be liable to pay for the cost of replacement keys plus a £15 admin charge. If there are 2 sets lost over the duration of the tenancy, the landlord will arrange for the locks to be changed and this cost will be the tenants to pay.

4.46 Smoking is strictly prohibited in any part of the property. Any external areas must be kept clean and free from smoking products/waste. Any damages, including odours, burn marks, or any other caused by smoking will be rectified and the charges incurred will be the responsibility of the tenants.

4.47 The agent or Landlord reserves the right to disclose, to the relevant authority, should there be evidence or suspicions of illegal activities or substances being consumed, held or performed at the property.

5.

5.1 If at any time:

5.1.1 the rent or any part of the rent shall remain unpaid for 7 days after becoming payable (whether formally or legally demanded or not) or

5.1.2 if any agreement or obligation on the Tenant's part shall not be performed or observed or

5.1.3 if any of the circumstances specified in grounds 8, 10, 11 or 12 in schedule 2 to the Housing Act 1988 occur, then the Landlord may re-enter upon the Property and thereupon the Tenancy shall be determined but without prejudice to the right of action of the Landlord in respect of the breach of the Tenant's agreements and obligations. This right of re-entry must not be exercised by the Landlord without a Court Order whilst anyone is residing in the Property or whilst the tenancy is an assured tenancy.

5.2 Without prejudice to the obligations of the Tenant in this Agreement if the Tenant is unable to make the rental payment and is aware of this in advance then notice to the Agent in writing must be given at least three working days prior to the date of payment setting out details of when the payment can be made. A receipt must then be obtained as proof that the Agent has received this.

6. THE Landlord agrees with the Tenant:-

6.1 That the Tenant paying the rent and performing the obligations on the part of the Tenant may quietly possess and enjoy the Property during the Tenancy without any unlawful interruption from the Landlord.

6.2 To return to the Tenant any rent payable for any period while the Property is rendered uninhabitable by accidental fire, flooding or any other unnatural event, the amount in case of dispute to be settled by arbitration.

7. THIS Agreement shall take effect subject to the provisions of Section 11 of the Landlord and Tenant Act 1985 if applicable to the Tenancy with the following exclusions:

7.1 If central heating is provided, other gas fires and electric heaters in the Property will be disconnected.

7.2 Where there is a Tumble Dryer, Television, or other similar domestic appliance in the Property at the start of the Tenancy the Landlord reserves the right to maintain such appliances at their discretion and may remove them without replacement.

8. It is agreed as follows:-

8.1 Any agreement or obligation on the part of the Tenant (however expressed) not to do any particular act or thing shall also be construed as an obligation on the part of the Tenant not to permit or allow others to do the same.

8.2 The Landlord shall be entitled to have and retain keys for the Property.

8.3 References to "the Property" include reference to any part or parts of the Property and the curtilage of the same and references to the Fixtures and Fittings include reference to any of them or any substituted item.

8.4 References to "the Tenancy" include any extension or continuation thereof or any statutory periodic tenancy which may arise following the expiry or determination of the period of the Term specified in Clause 1.

8.5 The only way for a tenant to leave the Tenancy before the agreed end date is if the following is successfully completed:

(a) The existing tenant is responsible for finding a suitable replacement tenant.

(b) The Responsible Tenant has authority from all the tenants to accept the replacement tenant.

(c) The replacement tenant must provide a suitable guarantor and pay all associated fees before signing the agreement.

(d) The exiting tenant will pay an administration fee of £150, which is payable before their release from the agreement.

8.6 The Landlord is under no responsibility for any loss or damage to the Tenant's belongings or property at the Property, including food in fridges and freezers and clothes in washing machines or tumble driers.

8.7 The Landlord is under no responsibility for any costs incurred by the tenant should an appliance break down and reasonable attempts have been made to arrange its repair.

8.8 That the Landlord will not be obliged to make any material improvements to the Property subsequent to the signing of this Agreement that have not been agreed in writing prior to the signing of this Agreement. The keys to the Property may not be available before 1:00pm on the first day of the Tenancy. Furniture, equipment or effects in the Property at the time of the viewing will be removed by the existing tenant at the end of their tenancy and the Landlord has no responsibility to replace any furniture, equipment or effects that may have been removed lawfully by the existing tenant.

8.9 The Landlord is under no responsibility to ensure that there is a TV connection, including aerials, to the property, unless the landlord has provided TV's which are included as part of this agreement.

9.

9.1 Prior to the Tenant taking up occupation of the Property that (unless the Landlord otherwise agrees), all of the following requirements must first be complied with:

9.1.1 Standing Order arrangements have been put in place and the tenant has made the necessary notification to its Bank or Building Society.

9.1.2 The Deposit has been paid in full.

9.1.3 Each of the persons named as the Tenant have delivered to the Landlord a duly signed and a completed original paper form of guarantee given in respect of each such person by a person acceptable to the Landlord, if required.

9.1.4 Satisfactory evidence of identity has been produced to the Landlord in respect of all the Guarantors, if required.

9.2 Until all of these requirements have been fully complied with no keys for the Property will be handed over to the Tenant.

9.3 If the Tenant does not comply with any of these requirements prior to the Commencement Date then the Landlord may by notice in writing to the Tenant at any time after the Commencement Date and prior to compliance with all of these requirements terminate this Part of the Tenancy but without prejudice to any antecedent obligation on the part of the Tenant.

9.4 The Landlord notifies the Tenant pursuant to Section 48 of the Landlord and

Tenant Act 1987 that the address which notices (including proceedings) may be served upon the Landlord is Sugarhouse Properties, First Floor, 21 Otley Road, Headingley, Leeds LS6 3AA.

10.

10.1 The Tenant consents to the disclosure of information concerning any of us to the Landlord by any utility supplier, local authority or educational institution which is relevant to the tenancy or the Property.

10.2 The Tenant consents to the disclosure of information concerning any of us by the landlord to any prospective landlord, credit rating agency; tenants reference agency, utility service, local authority, or educational institution which relates to the tenancy or the Property.

10.3 The Tenant ticks this box if he / she does not consent to clauses 10.1 and 10.

AS WITNESS the hands of the parties or their duly authorised agents the day and year first before written

Signed: _____ (1) (Tenant)
Signed: _____ (2) (Tenant)
Signed: _____ (3) (Tenant)
Signed: _____ (4) (Tenant)
Signed: _____ (5) (Tenant)
Signed: _____ (6) (Tenant)
Signed: _____ (7) (Tenant)
Signed: _____ (8) (Tenant)
Signed: _____ (9) (Tenant)
Signed: _____ (10) (Tenant)
Signed: _____ (11) (Tenant)
Signed: _____ (12) (Tenant)
Signed: _____ (13) (Tenant)
Signed: _____ (14) (Tenant)

Dated: _____

Signed: _____ (Landlord / Agent)

Dated: _____

The Deposit has been paid/contributed by a third party on behalf of the Tenant who's details are as follows (if more than one attach the same details):

Third Party's Name:

Address:

Amount paid:

Email:

Telephone Number:

Tenancy Agreement Checklist and Summary

Signing a Tenancy Agreement can be daunting so we always make sure that we go through the main points and responsibilities of your Agreement before you sign it. Below is a summary of some of the main points that you will have been made aware of, although all clauses of the Tenancy Agreement are important and should be read carefully. Anything you're not sure of please just ask!

We, the undersigned, confirm that we have been made aware of the following;

1. The type of tenancy agreement that we have signed. We understand the implications of signing a Joint Tenancy Agreement whereby all rent and any damage caused is the joint responsibility of all tenants.
2. The property is MANAGED by Sugarhouse.
3. We are a full member of the Unipol Code of Standards.
4. The requirement of providing a suitable guarantor for the property and proof of a rental payment plan - Standing Order.
5. The cost of the Application / Signing Fees for the property (this is also stated in the office, on our Application Form and on our website) including an increase of £25 on each of the signing fees if the process is not completed by all tenants in the allocated 14 days.
6. The Signing Process includes: All Deposit Monies, Application Forms and Tenancy Documentation should be completed & received at Sugarhouse within 14 days from the date of signing. Penalties will apply if this is not received in this timescale.
7. Deposits are returned to the nominated Head Tenant but only after proof of final bills (including Council Tax) are received. For timescales see Tenancy Agreement.
8. The start date of our tenancy agreement which is _____
9. The first rent payment date for our tenancy agreement which is _____
(rent to be payable on the same date of each quarter / month depending on the agreed payment plan)
10. The monthly figure for each individuals rent on the property which is £_____
11. That any repairs / works agreed on the property will be completed within 1 month from the date of the first set of keys being collected. (unless specified below)
12. The tenancy agreement does not include bills. The tenants are responsible for arranging the relevant energy accounts, payment and closure of these at the end of the tenancy.
13. Any works agreed for the property are as follows; (if blank then no works applicable)

All Tenants to sign on attached signature page

All Tenants to Sign Below

Signed: _____	(1) Name: _____	Date: _____
Signed: _____	(2) Name: _____	Date: _____
Signed: _____	(3) Name: _____	Date: _____
Signed: _____	(4) Name: _____	Date: _____
Signed: _____	(5) Name: _____	Date: _____
Signed: _____	(6) Name: _____	Date: _____
Signed: _____	(7) Name: _____	Date: _____
Signed: _____	(8) Name: _____	Date: _____
Signed: _____	(9) Name: _____	Date: _____
Signed: _____	(10) Name: _____	Date: _____
Signed: _____	(11) Name: _____	Date: _____
Signed: _____	(12) Name: _____	Date: _____
Signed: _____	(13) Name: _____	Date: _____
Signed: _____	(14) Name: _____	Date: _____

