

Guidance for Using This Document

When sending this agreement to the tenants, please ensure that the date at the top of the document is left blank and that the final page remains unsigned by you. These elements should only be completed once the tenants have read, signed, and returned the agreement.

Where a box is not relevant to you, insert n/a. For example, where the property has no common parts or parking.

Once the tenants have signed and returned the agreement, and you are satisfied that the tenancy should proceed, you should sign the document and insert the date on which you have done so.

Renters' Rights Act requirements

Please take care to complete the agreement accurately and not to miss anything.

In particular be sure to include:

- The names of all joint landlords and tenants
- The rental property address
- The amount of rent and when it must be paid
- The start date of the tenancy
- The amount of deposit paid (or insert NIL if none is paid)

This information is mandatory and failing to provide this information in writing before the tenancy is entered into can lead to a financial penalty.

Setting the rent payment dates

You must not collect rent before signing the agreement and you must not ask for more than a month's rent at any time. Once the tenancy is signed you may ask for one payment of up to a month's rent before the tenant's move in. For any other rent payments you cannot demand payment before the start of the rental period that the rent is payable for.

Deposit clauses

Clause 5.0 sets out the deposit details. If you have not taken a deposit mark all these fields as n/a.

Clauses 5.6 and 5.7 are marked as N/A in this example. These fields should only be completed if you intend to appoint a lead tenant, or if a third party has contributed to the deposit. For example, where parents contribute to some or all of the deposit

This page shows a completed tenancy agreed on 01/05/2026 with joint landlords and two joint tenants paying £1000 per calendar month. The initial rent payment is demanded two weeks before the tenant moves in but after the tenancy is entered into. This gives the landlord time to chase the tenant if they have not received payment before move-in. Do not fill in the date at the top on the draft copy you send to your tenants, only complete this when you are ready to enter into the tenancy.

This agreement is dated 01/05/2026.

(Insert this date only when all parties have signed the agreement and want it to start.)

Explanatory information

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 dated above.

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

Section A – Main terms of the agreement

This agreement is between us, the landlord (if there are joint landlords, all must be listed)

Mr John Landlord
Mrs Jane Landlord

and you, the tenant (if there is more than one, you are jointly and severally liable)

Mr John Tenant
Mrs Jane Tenant

We will let out the property at:

1 Tenant Road, Tenant Town XX1 1XX

to you as well as any furniture, fixtures and fittings and other items referred to in the Inventory and Schedule of Condition.

Tenancy type

The agreement is for an assured periodic tenancy.

Term

This agreement creates a single tenancy that starts on 01/06/2026. From this date you are entitled to possession of the property.

The tenancy will continue periodically until you, or we, end the agreement in line with clause 8.0 of this agreement.

Rent

The initial rent payment of £ 1000 is to be paid in advance by 15/05/2026. This will cover the rental period beginning on the start date of the tenancy.

From 01/07/2026, subsequent rent payments of £ 1000 must be paid in advance on 1st every 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 must be made in cleared funds to:

Landlord or Agent's bank details

This page shows a tenancy with no permitted occupiers or shared facilities, with a designated car parking space

If we wish to make a proposal to increase the rent under this tenancy, we must first serve you with notice in accordance with Section 13 of the Housing Act 1988 as amended.

Permitted occupiers

In addition to you, only the following permitted occupiers are allowed to live in the property

None

Nobody else is allowed to live in the property without our written permission.

Shared facilities

We let the property along with any contents listed in the Inventory and Schedule of Condition given to you.

You are also entitled to use and access the following shared facilities and common parts while you rent the property:

None

If you are allocated parking it is Designated space in front of the building.

Utilities and Council Tax

The rent does not include any payment to the landlord for any utilities, communication services, Council Tax or any similar charge that replaces it.

You are responsible for paying the charges for any utilities or communications services directly to the supplier from the day you are entitled to possession of the property until the tenancy ends. You are also responsible for paying the Council Tax, or any similar charge that replaces it, to the local billing authority throughout the tenancy.

You must also contact the local billing authority or service provider to ensure they know you are liable to pay these bills.

Security deposit

You must pay the deposit of £ 1153.84 in full to Mr A Landlord.

It will be protected in a Government-approved deposit scheme within 30 days of receipt in line with clause 5.0 of the agreement.

Right to rent

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

Contact details

If you need to serve any notices on us (including notices in proceedings), or write to us for any other reason, then our address for service in England or Wales is:

1 Landlord House, Landlord Road XX1 1XX

You may also contact us via:

Email: email address for the landlord or the agent

Phone: phone number for the landlord or the agent

If we need to contact you via email, we will do so at:

Name	Email address
Mr A Tenant	Tenant's email addresses
Mrs A Tenant	Tenant's email addresses

Note that by giving an email address here you indicate that you are willing to have us serve notices and other

This page shows who holds the deposit and which scheme protects it. If you have chosen an insurance based deposit scheme list your name in 5.1. If it is a custodial scheme use the name of the scheme instead.

4.0 At the end of the tenancy

4.1 At the end of the tenancy you agree to:

- give up the property with full vacant possession;
- give up the property, the contents and our fixtures and fittings in as good a condition as at the start of the tenancy (apart from fair wear and tear) and free from rubbish;
- allow us or our agent to enter the property with a surveyor to do an inspection;
- leave the contents in the same position they were in at the start of the tenancy;
- return to us all sets of keys and other security devices and pay the reasonable costs of having replacement locks or other security devices fitted if not;
- remove all personal belongings including food and other perishable items; and
- give us or our agent a forwarding address at the end of the tenancy for easy administration and communication between the parties, including easy return of the deposit.

4.2 You agree to allow us to erect a 'to let' or 'for sale' sign at the property during the tenancy's last two months.

4.3 At the end of the tenancy, you will be invited to a check-out inspection at a mutually agreed time to assess the property's condition compared to the original Inventory and Schedule of Condition. If you fail to keep to this appointment, then you agree to pay us or our agent any costs incurred in arranging a second check-out appointment. If you do not keep the second appointment, any assessment of the property's condition by us or our agent will be final and binding.

4.4 We will remove, store, sell or otherwise get rid of any furniture or goods that you do not remove from the property at the end of the tenancy. Normally we will store your furniture or goods for at least 14 days after the tenancy ends. However, we may dispose of any perishable, harmful or unpleasant items and any items that reasonably appear to us to be waste or refuse without having to store them. We may dispose of other items that have to be stored after this 14-day period if we reasonably think they are not worth selling because they are of little or no value (taking into account the likely costs and the practicalities of a sale). We will not sell or get rid of remaining items without first contacting you to notify you, or if we cannot do so after taking reasonable steps to try to contact you. You are responsible for any reasonable costs we may have because of this. Likewise, we may make reasonable charges for storage. We are entitled to take the costs for storage from any money made from selling furniture or goods.

5.0 The deposit

5.1 The deposit will be held by Landlord / Agent / Chosen custodial scheme.

5.2 The deposit will be protected in a Government-approved tenancy deposit scheme, namely Chosen deposit scheme for protection.

We can transfer the deposit to another Government-approved tenancy deposit scheme or change the person who holds the deposit (unless it has been paid into a Government-approved custodial tenancy deposit scheme). If we do this, we will inform you in writing.

5.3 You will only receive interest on the deposit if it is paid into a custodial tenancy deposit scheme. If that happens, you will receive any interest that may be due under the scheme's terms and conditions.

5.4 You will get back the deposit when this agreement ends and you leave the property, as long as you have kept to all the conditions of this agreement. If you do not do so, we may take from your deposit:

- any rent or other money due or payable by you under the agreement which remains unpaid after the tenancy ends;
- the reasonable costs of compensating us for, or for rectifying or remedying, any breach by you of your obligations under the agreement, including those on the cleaning of the property or its fixtures and fittings and the removal or storage of any goods that you leave behind when the tenancy ends;
- any costs or damages awarded to us by order of the court in any proceedings we have

Here there is no lead tenant and no other contributors to the deposit. If anyone has paid towards the deposit, besides the tenant, then you must list **all** of them.

- brought against you;
- 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 if we have incurred a loss because you have not paid;
- any damage or compensation for damage to the property or its fixtures and fittings or for missing items for which you may be liable, subject to an allowance for fair wear and tear, the age and condition of any such item at the start of the tenancy, and any repairs that are our responsibility.

5.5 If the deposit is not enough, you must pay us the amount needed to cover all costs, charges and expenses properly due.

5.6 If you are all content to appoint a lead tenant to manage the deposit, N/A is chosen to deal with the deposit on your behalf (jointly and severally) and on behalf of anyone who is not a tenant who paid towards the deposit. As soon as is practicable after the tenancy ends, we will return any deposit (less any agreed deductions or money still in dispute) directly to the lead tenant to be allocated as they see fit.
If no lead tenant is agreed, then as soon as is practicable after the end of the tenancy, we will return the deposit less any agreed deductions or money still in dispute. A share of the deposit will go to each tenant or person paying towards the deposit individually. This share will be based on the amount of the deposit each of them paid at the start of the tenancy, less a share of any agreed deductions or money still in dispute.

5.7 If someone who is not a tenant has paid towards the deposit, you must provide their name and address below. Otherwise, you confirm that the only people who have paid towards the deposit are tenants.

Name	Email address
N/A	N/A

6.0 Effect of termination

6.1 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.

7.0 Serving notices and other prescribed information

7.1 If we serve any notices or documents on you, including any as required or permitted under this agreement or any that the law tells us we must or may give, such notice or document shall be deemed served as set out in clause 7.3.

7.2 You agree that we may serve any notices or other documents via email to the email address(es) you gave on page 3 of this agreement.

7.3 Any notices sent in line with clause 7.0 will be deemed served:

- in the case of first-class post, two working days after posting;
- in the case of email sent before 4.30pm 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 4.30pm on a working day, on the same day, otherwise on the next working day.

8.0 Ending the tenancy

8.1 If the tenancy is, at the time, an assured tenancy, we have 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 apply (these include not paying rent, intending to sell the property, breaking a term of the tenancy and causing a nuisance or annoyance);

Both joint landlords must be named on the agreement however one can sign on behalf of both. All tenants should sign the agreement.

Signed as an agreement

Between us, the landlord

Signature

Name of signatory Landlord

Date

And you, the tenant

Name	Signature	Date
Mr John Tenant	<input type="text"/>	<input type="text"/>
Mrs Jane Tenant	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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