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**LANDLORD'S (counterpart) COPY / TENANT'S (main) COPY**

**ASSURED SHORTHOLD TENANCY AGREEMENT AND CONTRACT**

*(Under part 1 of the Housing Act 1988; as amended under part 3 of the Housing Act 1996)*

**This Agreement is subject to any manuscript amendments following negotiation between the Landlord and Tenant in relation to this Property. Such amendments will be signed or initialled by the parties prior to the grant of this tenancy.**

**SECTION 1**

Today's Date:	___ / ___ / ___	
	Date Month Year	(Written)

**SECTION 2**

This agreement is between the Landlord/s: **James M Skelton**

**SECTION 3**

**AND** the Tenant(s): (Individually and together)

- |    |    |    |
|----|----|----|
| a) | b) | c) |
| d) | e) | f) |
| g) | h) | i) |
| j) | k) | l) |

**SECTION 4**

The Landlord lets and the Tenant(s) agrees to take the premises known as:

**Property Address:** .....

Together with the furniture, fixtures and household effects as set out in the inventory.  
 No other persons except the above are allowed to live at the property.

**SECTION 5**

The deposit for the above property is: £.....

Amount in words: .....

NB: If a deposit is taken, then your deposit will be protected with a Government approved tenancy deposit scheme and will be returned in accordance with the terms and conditions of that scheme.  
 See separate Tenancy Deposit document/s.

**SECTION 6**

The Tenant/s have opted for: **BILLS EXCLUSIVE PACKAGE / BILLS INCLUSIVE PACKAGE** (delete as applicable)

**1. Total Rent Per Month EXCLUSIVE of Bills Package:**

The rent for the above property is: £ **INSERT VALUE OF RENT** (payable in advance per calendar month)

Amount in words: **(INSERT VALUE OF RENT IN WORDS)**

**Please note that tenants are charged half rent for the months of July and August only.**

**2. Total Rent Per Month with Bills INCLUSIVE Package:**

The rent for the above property inclusive of bills is: £ **INSERT VALUE OF RENT + BILLS** (payable in advance per calendar month). Please refer to the document, Annex A attached to this tenancy agreement.

Amount in words: **(INSERT VALUE OF RENT + BILLS IN WORDS)**

**SECTION 7 - Rent Increases**

Central Properties retains the right to increase the rent and we may do so by issuing a rent review notice to you the tenant.

Any rent review notice served to the tenant/s will:

- (a) Be written in a in a prescribed format and delivered to the tenant at least one calendar month prior to the date of the rent increase taking effect.
- (b) The rental increase will be served no earlier than 90 days before the date of the rent increase takes effect.
- (c) Include the percentage rate at which the rent will increase by.
- (d) Include the new rental amount and the date the increased rental amount is payable from.
- (e) Not be implemented within the first twelve months of the tenancy.

Until a rent increase takes effect Central Properties reserves the right to increase the rent at the start of any subsequent rental period. This will be done by serving a rent review notice.

Once a rent increase has occurred, subsequent rent increases may take effect no earlier than the first anniversary of the date the previous rent increase took effect.

**SECTION 8**

The tenancy period is for a **FIXED TERM** of: **TWELVE calendar months**

Beginning at 12 a.m. on

	___/___/___ Date    Month    Year	
		(Written)

Up to and including 12a.m. on

	___/___/___ Date    Month    Year	
		(Written)

**SECTION 9 - Termination of your tenancy**

This agreement is an assured shorthold tenancy (as defined in section 19A of the Housing Act 1988 as amended under Part 3 of the Housing Act 1996). The arrangements in section 21 of the Housing Act 1988 for the landlord to repossess the property apply to this agreement.

If, at the end of this time, we have not received from you at least one calendar months' notice, in writing, expiring on the last day of the fixed term of the tenancy to terminate the agreement, the tenancy will continue on as a **contractual periodic tenancy**. The periods of this **contractual periodic tenancy** shall be the same as those for which rent was last payable under the initial fixed term of the tenancy. This periodic tenancy will carry on until you have served the required notice in writing to terminate the agreement or we serve the required notice or re-possess the property.

**SECTION 9 - Termination of your tenancy continued**

To end the **contractual continuation tenancy** the required notice is written notice to the other party. The notice must end on the last day of a rental period and must be of sufficient length. This means that for tenancies that run on as weekly, fortnightly or four weekly, the notice period must be at least 28 days in length. Where the tenancy is for monthly rental periods the notice must be at least one calendar month in length.

This agreement is an assured shorthold tenancy (as defined in section 19A of the Housing Act 1988 as amended under Part 3 of the Housing Act 1996). The no-fault 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 says you must leave. If we give you a section-21 notice, we must give at least two months' notice in writing. For more information, you should consult a housing advice centre, solicitor or citizens advice bureau, who can explain what this means.

**SECTION 10****The Landlord hereby agrees to do the following:**

- a) To behave in a professional and courteous manner at all times;
- b) To maintain the fabric of the building in a condition, as per section 11 of the Landlord and Tenant Act 1985;
- c) To keep the building and the landlords contents (where necessary) insured against fire;
- d) To permit you free access to all residential areas of the property unless specifically listed in the agreement;
- e) To be responsible for the safe upkeep of all gas appliances and the gas installation as per the Gas Safety (Installation and Use) Regulations 1998.
- f) To be responsible for the safe upkeep of the electrical installation.
- g) To comply with Furniture and Furnishings (Fire Safety) Regulations 1988 as amended.
- h) To allow the tenant quiet peace and enjoyment at the property, without interruption by the landlord or his agents.

**SECTION 11****The Tenant agrees with the Landlord to the following Tenancy conditions and Management standards under the following headings:**

- Section 12 Tenancy Charges
- Section 13 Safety/Security
- Section 14 Repairs/Building Maintenance
- Section 15 Utility Bills
- Section 16 Deposit
- Section 17 Management Standards
- Section 18 General

**SECTION 12 – Tenancy Charges**

The following are permitted payments (As in accordance with the tenant fees ban) which we the Landlord are entitled to charge and may request from you when required:

- a) The rent for the property that you have signed up for.
- b) A refundable tenancy deposit capped at no more than five weeks rent where the annual rent is less than £50,000, or six weeks rent where the total annual rent is £50,000 or above.
- c) A refundable holding deposit (to reserve a property) capped at no more than one weeks rent.
- d) Payments to change the tenancy when requested by the tenant, capped at £50.00 or reasonable costs incurred if higher. (Please note that this is for changes to an existing tenancy agreement ie giving permission for a pet to be kept at the property)
- e) Payments associated with early termination of the tenancy, when requested by the tenant. (Please note that this is where a tenant wishes to end a tenancy that is still within the fixed term. ie we then have to create a whole new tenancy agreement with new tenants)
- f) Payments in respect of utilities, communication services, TV license and council tax.
- g) Under the tenant fees ban legislation the landlord is allowed to charge for two types of default payments - loss of keys and late payment of rent. For the loss of keys, the landlord is allowed to charge the reasonable cost that they can evidence in writing. For late payment of rent, the landlord can charge interest if the rent is more than 14 days late. The landlord can charge 3% above the Bank of England base rate in interest on the late payment of rent from the date the payment is missed.
- h) Damages: Where the tenant has breached their tenancy agreement and caused damage as a result, then landlords may still seek compensation via deductions from the deposit or court action.

**SECTION 13 – Safety/Security**

(1) The tenant agrees not to position any furniture in the pathway of any exit doors as this could impede the quick escape from the property. The tenant agrees not to put furniture into cellars when not required as it will go mouldy. When you leave the property all the furniture must be placed back into position in each room.

(3) The tenant agrees that when leaving the premises, they will ensure that all doors are locked and windows closed and that the Burglar Alarm is operating.

(4) The tenant agrees to set the burglar alarm at night when the last person has retired to bed, please note that burglar alarm zones can be omitted easily at the keypad.

(5) Can the tenant please ensure that they always have available their room key/front door keys to their property. Please note that regardless of whether doors are locked or unlocked that visiting tradesmen will ALWAYS lock doors to a property after a visit. This ensures that they have taken reasonable precautions to safeguard your personal belongings.

(6) All burglaries and Vandalism must be reported to the police and a crime incident number obtained which must be passed to the Landlord. You will be held responsible for all incidents until this crime incident number is obtained.

(7) Fire doors with automatic door closers have been installed for your safety and must NOT be interfered with, the removal of automatic door closers or the “wedging open” of doors with either door stops or furniture will be construed as **MALICIOUS DAMAGE** and **EVICITION PROCEEDINGS** could be started against you.

All roof space access doors/gas and electric meter doors must be kept “locked shut”.

Under no circumstances must any furniture/bikes etc, or anything that could obstruct the safe evacuation of persons from your property be placed in the exit pathway of Hall, Stairs and Landing and all exit doors. This includes coats, bags and shoes.

**SECTION 13 – Safety/Security continued**

Fire alarm systems and smoke detectors must not be interfered with or disconnected as this will be construed as **MALICIOUS DAMAGE** and **EVICTION PROCEEDINGS** could be started against you.

Fire extinguishers and fire blankets must not be tampered with. They are for emergency use only.

(8) Portable liquid gas heaters or other fossil fuel/carbon-based fuel are NOT allowed to be used in the property. These appliances can be potentially dangerous because of the carbon monoxide that they can produce and also because of the amount of oxygen that they consume. These appliances also cause large amounts of condensation to occur in your room.

(9) A reasonable charge will be made for consequential damage that is caused by wilful neglect of the property i.e. if you go out and leave a window open and the property is consequently burgled and the Landlord's property is stolen or vandalised.

(10) Under no circumstances must the alarm code be changed without notifying the Landlord. If ever the alarm is accidentally activated, by the landlord or his representatives because of a change of alarm code, then landlord and emergency alarm engineer call out charges will be chargeable to the tenant.

**SECTION 14 – Repairs/Building Maintenance**

(1) Any repairs that are required should be reported to the Landlord in WRITING/VIA EMAIL IMMEDIATELY. Please write/type your list clearly and in logical sequence being polite and respectful to your Landlord. Please be as descriptive as possible about the repairs or problem and its urgency. Please date and sign your repair request and keep a copy. Central Properties provide a blank Repairs Request sheet that is available for download from Central Properties website. Repairs will fall into one of four categories:

**EMERGENCY REPAIRS:** - i.e. danger to health, safety of residence or serious damage to the building. These will be made safe immediately and repaired within 24 hours of notice.

Examples of this type of repair are: -

- (a) Loss of services i.e. Gas, Electric, and Water.
- (b) Burst water pipes, defective heating.
- (c) Front and back entrances no longer secure.

**URGENT REPAIRS:** - Repairs which materially affect the comfort or convenience of the tenants. These repairs effected within 5 working days of notice.

Examples of this type of repair are: -

- (a) Fridge/freezer not working.
- (b) Broken window.
- (c) Electric shower not working (but H.W. to bath still available).

**NON-URGENT REPAIRS:** - Repairs that require attention but are neither Emergency nor urgent repairs. These repairs effected within 10 working days.

Examples of this type of repair are: -

- (a) Window will not open.
- (b) Tap dripping.
- (c) Bookshelf broken.

**PLANNED PREVENTATIVE REPAIRS:** - Repairs of none of the above that will generally be carried out over the summer periods i.e. painting/decorating/roof maintenance.

(2) Where an emergency situation occurs and Central Properties cannot be contacted under conventional means, then always visit the web site of Central Properties and refer to the section for emergency situations. This will always have the very latest emergency contact details and specialist information.

(3) It is the Tenants' responsibility to ensure that all sinks/baths/washbasins and external drains that become blocked are repaired/cleaned, and pay for a contractor if necessary, unless this was caused by system design or fault.

**SECTION 14 – Repairs/Building Maintenance continued**

(4) It is the tenant/s responsibility to keep the gardens and borders/pathways clean and free of overgrown vegetation. The landlord does not provide a full gardening service, and we will not provide gardening equipment.

(5) It is to be expressly noted that tenants cannot authorise repairs without the written permission of the landlord. Tenants will be liable for all costs if this occurs.

(6) Where service agreements and extended warranties are in place the tenant agrees to make arrangements with these service contractors so that they can gain access to the property to carry out a repair or service. Please note that this means that you will have to phone them up and then meet them when they call out to your property to carry out your requested repairs and maintenance.

(7) British Gas will want to service your gas boiler and Central Heating system once a year, it is in your interest to follow up the appointment, as a regularly serviced boiler means cheaper Gas bills. NB: The Gas Board will want to get into all rooms. Please note the whole central heating system is under an insurance scheme with the Gas Board. This means you can call them out 24 hours a day, 7 days a week all year. Please refer to your OM Manual for Telephone number and your contract reference number.

(8) No re-decorating or building work is to be undertaken under any circumstances, and the property is not to be added to or altered in any way.

(9) All pest control situations (ie mice, beetles, wasps etc) will only be taken care of and paid for by the Landlord, within the first 2 months of the tenancy. The tenant will be responsible for payment of bills after this period of time. The Landlord must be notified in advance of any works being carried out and his written authorisation received. Infestations caused by tenant lifestyle will be fully chargeable. Please note that under the Prevention of Damage by Pests Act 1949 that the Landlord may be required to carry out repairs on behalf of the tenant and then charge the tenant. The Landlord will, however, endeavour to halt or hinder any infestation by blocking up any holes or points of entry in the fabric of the building which are pointed out by the tenant.

(10) Any replacement batteries for smoke detection and other equipment are the Tenant's responsibility. Tenants agree to test these on a regular basis.

**SECTION 15 – Utility Bills**

(1) Utility Bills MAY NOT or MAY be included in the tenants rent and these two packages are called:

- a. Utility Bills **excluded** package
- b. Utility Bills **inclusive** package

- (a) If the tenant/s have chosen option (a) then they are advised to make arrangements for the Gas, Electricity, Telephone etc. to go in their name as soon as possible from the start of their Tenancy agreement. Please note there can be re-connection charges for the telephone if the bills are not carried forward to a new name. This is mentioned for your convenience only as the Landlord does not pay for reconnection fees. You should also ensure that meter readings are taken on or just before your Tenancy agreement begins.

Tenants agree to be responsible for all utility bills at the above property for the period of the tenancy including any half rent period; i.e. they will pay for all gas/electricity/council tax/water rates/telephone etc. as per the Utility Bills responsibility letter signed by the tenants.

- (b) If tenants have chosen option (b) then they should refer to the document Annex A attached to this tenancy agreement.
- (c) Any council tax charges (Or similar charge) will never be included in the rent and the tenant will always be responsible for the payment of this bill.

(2) Electric card meters are suggested not to be used as a continuous electrical supply must be ensured to keep the Burglar Alarm, Fire Alarm and Emergency lights operational. Card meters must be changed back at the end of the tenancy; otherwise the landlord will make a reasonable charge for their time to have the meter changed back to a standard meter.

**SECTION 16 – Deposit**

Deductions shall be claimed from the deposit in respect of all reasonable costs and expenses incurred by the Landlord (including but not limited to the costs and fees of the Landlord's solicitors and other professional advisors) in respect of:

- 1) The cost to repair any damage/dilapidation to the property or contents, replacement of broken furniture or missing items from the inventory, redecoration, cleaning and lamp replacement, which is not of reasonable "wear and tear", may be deducted from the deposit, as will unpaid rent and any other costs or debts incurred to the landlord.
- 2) Where tenants are on an "All bills Inclusive" tenancy package then any over usage of the fair usage portion of their energy/water usage limit will be deducted from the deposit.
- 3) If it comes to the attention of the Landlord that the bills for the property have not been paid (Gas, Electric etc.), then your deposit may be used to cover these bills and the relevant authorities informed as to your whereabouts.
- 4) If we are forced to make a claim on our Buildings Insurance deposit because of a tenant default then the policy excess will be claimed from the deposit.
- 5) Reasonable compensation for the breach of any terms of this agreement and your occupation in the event that you fail to vacate the property on the due date.
- 6) The cost of any bank or other charges that we incur due to tenant payment default.

If the Deposit is held in a custodial-based government approved tenancy deposit scheme, any interest on the Deposit will be paid to you subject to the terms and conditions of the scheme. If the Deposit is held by us or our Agent you will not receive interest on the Deposit.

**The deposit or deposit balance will be returned to the lead tenant.**

**SECTION 17 – Management Standards**

(1) Central Properties has an official "Complaints Procedure" that can be utilised. A copy of this is available on request or can be downloaded from the website of Central Properties.

(2) The Landlord will give 24 hours' notice before entering the rented property to carry out repairs/inspections or prospective tenant viewings etc. This notice will be given either in the form of a letter, email, text message or telephone call. If notice is given in the form of a telephone call then it is assumed that if the message is left with one person out of the group of tenants, that they will inform the other Tenants. A message may also be left on your answer-phone. Please note the Landlord will always ring the doorbell/door phone before entering the property.

It is hereby stated that the Landlord may make daily inspections when the property is vacant over holiday period's i.e. to check for burglary or weather damage. Please note if there is an emergency such as suspected storm damage or suspected water leak etc. then the Landlord will ring the doorbell and enter the property without giving the required 24 hours' notice.

(3) The Landlord reserves the right to open gates and enter the gardens/yard of the property in order to cut the grass, clean windows, and conduct any general maintenance to the exterior of the property including the roof without providing the 24 hours' notice to the Tenant.

(4) Receipts will not be given where rent payment is made by other than cash i.e. cheque/standing order/Direct debit or digital payments etc. If a receipt is required, then the Tenant should have this written out ready for signing with postage paid addressed envelope provided. Written receipts will be provided for the deposit and any tenancy administration charge.

(6) The Landlord is allowed to keep a duplicate set of keys to your property.

**SECTION 17 – Management Standards Continued:**

- (7) The tenants agree that the Landlord can erect a 'To Let' or 'For Sale' sign at his discretion.
- (8) The tenants accept and agree that one or more signatures on any tenant induction booking in sheet, inventory or general notices etc. constitute an acceptance by which the whole group of tenants agrees.
- (9) The landlord shall be entitled to assume without enquiry that any person who is not the tenant and makes a payment in respect of rent has made that payment as agent "for and on behalf of that tenant".
- (10) Where guarantor forms have been provided then the guarantor shall read this contract and shall be deemed to have accepted all of its terms and conditions.
- (11) The landlord shall be entitled to dispose of goods/furniture the tenant/s leave in the property at the end of a tenancy. Any revenue resulting can be used by the Landlord to offset any money that he is lawfully entitled to. The tenant shall be responsible for all reasonable costs that the Landlord may incur for disposal of goods.

**SECTION 18 – General**

- (1) If tenants wish to terminate the tenancy contract then there is a defined procedure that will have to be followed which will involve you signing a "Surrender of Tenancy" document which will have to be accepted by the landlord and a new tenancy agreement drawn up and signed. **It is the responsibility of the current tenant/s to find any replacement tenant/s and these new tenant/s must be acceptable to the landlord after a process of credit checks. You must continue to pay all of your rent until the process is complete. Please refer to a separate document for more detailed advice.**
- (2) The tenant agrees not to sublet any part of the property or introduce any new tenant without the Landlord's written permission and appropriate credit and reference checks.
- (3) The food contents of fridge's/freezers are the Tenants' responsibility and if required the Tenants should take out the necessary insurance to cover replacement due to appliance failure etc. The landlord is not responsible for any consequential loss for damaged goods of perishable food.
- (4) The tenants agree to empty the property of all household rubbish. Your wheelie bin/s will need to be left at its designated collection point on the pavement. The City Council will advise of the day of refuse collection. Please leave your bin/s out the day before collection and then return them to their normal position straight away after they have been emptied. Please note - overflowing bins can attract the attention of burglars, as they will think the property is empty.
- (5) The landlord is not responsible for the cleaning of any of the outside windows. It is the tenant's responsibility to clean the outside of all windows and doors/doorways etc.
- (6) Items of furniture may be replaced for similar quality or style. Gas cookers changed for electric or visa versa. Gas fire may be deleted from the property altogether provided alternative forms of heating exist.
- (7) The tenant agrees to leave the gas central heating on over the winter holiday periods at a minimum of 10°C this is to avoid frozen pipes and water damage. The tenant/s agrees to pay for gas used during this time.
- (8) If for any reason the house becomes uninhabitable due to fire or storm damage etc. then it is up to the Tenant to find their own alternative accommodation.
- (9) In case of tenancy dispute, Tenants agree to go to arbitration in the small claims Courts and not Crown Courts.
- (10) The landlord will not be obliged to install any energy saving methods that are not already installed at the property i.e. double glazing or cavity wall insulation. A minimum EPC rating of E will be achieved.
- (11) All fridge/freezers should be regularly cleaned and defrosted during the Tenancy; regular defrosting will ensure that the ice-box cover does not get broken by being forced open. If the fridge/freezer is switched off, then the doors should be left open to prevent fast and unpleasant mould growth occurring.



**SECTION 18 – General continued**

(12) All literature for use of fixed and moveable appliances, i.e. Shower, Cookers, washing machine, Central heating and Burglar Alarm etc is contained in your Operating and Maintenance Manual (OMM). This is a valuable document. Please take care of it and do not lose or mix up the literature. If this document is lost or damaged then a reasonable charge will be made for its replacement.

(13) Blu/White Tack Adhesive or other suitable fixing must support all posters on walls etc. No pins or Sellotape may be used. Blu/White Tack should be rolled gently off the wall when being removed.

(14) No animals are to be kept at the property for any period of time unless the landlord gives their permission which will not be unreasonably withheld.

(15) The tenant agrees to keep to our decision on where vehicles are parked at the property.

(16) The tenant agrees to allow prospective new tenants to view the property during the course of the tenancy and shall not unreasonably refuse entry to the property. The tenants will ensure the property is in a presentable state when all viewings are scheduled to take place.

(17) The tenant agrees not to carry on any business, trade or profession in any part of the property.

(18) The tenant agrees not to display any kind of political posters or posters of any kind in windows of the property.

(19) Tenants agree to treat all property, fixtures and fittings in a tenant-like manner.

(20) The tenant will always ensure adequate ventilation to the property by opening windows/ventilators/doors etc. to stop high moisture levels from occurring in the property and to keep the level of 'dust mites' down.

(21) The drying of clothes over radiators or airing racks or anywhere inside the property (except in a tumble dryer or dedicated ventilation area) is not allowed. This will cause severe condensation to form, destroy decoration and can be harmful to health.

(22) The tenant/s agree not to annoy the neighbours with any form of "NOISE POLLUTION" or any other form of antisocial behaviour such as playing loud music at unreasonable hours. Please note eviction proceedings could be started against you.

(23) The tenant will not introduce into the property any form of soft furnishings or furniture that do not have a fire label on them. For more information contact your local Trading standards Office.

(24) In accordance with Ground 2 in Schedule 2 of the Housing Act 1988 we hereby give notice that the Property is subject to a mortgage which was granted before the beginning of the Tenancy.

(25) You are responsible (under the Occupier's Liability Act 1984) for the safety of all guests and other visitors who attend the Property and protect them (especially children) from any hazards at the Property, for example but not limited to ponds, swimming pools, fences, electric gates and large party's/gatherings.

**SECTION 19**

**The Landlord may start to repossess the property if:**

- a) The rent or any part of the rent is not paid for 14 days or more;
- b) One or more of the terms of this tenancy agreement have been broken;
- c) The tenant or tenants become bankrupt or go in liquidation;
- d) Any of the grounds for repossession apply as listed in Schedule 2 of the Housing Act 1988 as amended under the Housing Act 1996;
- e) The arrangements as stated in Section 21 of the Housing Act 1988 to apply.
- f) The landlord may repossess the property under ground 1 in schedule 2 to the housing act 1988 (The landlord can do this if we have lived in the property as our only or main residence or plan to do so) The landlord may repossess the property under ground 2 in the same schedule which allows the lender to repossess the property.







**SECTION 24**

**Additional Information (NEGOTIATED TERMS/VOLUNTARY AGREEMENTS):**

(i.e. any negotiated deviations between the Landlord and the Tenant(s) of any of the above contract terms or special tenant or landlord requests etc.)

1. The landlord states that vacuum cleaners and microwaves are **not** part of the tenancy package and will not be included on any inventory.
2. The landlord states that toasters/kettles/kitchen bins/cutlery/crockery/mops/buckets/sweeping brush and or hand shovel are **not** part of the tenancy package and will not be included on any inventory.
3. The landlord states that general house furniture/washing machines/tumble dryers and fridge freezers and dishwashers where appropriate **are** part of the tenancy package and will be included on any inventory.
4. Unless specifically agreed otherwise in this agreement it is taken that all garages/outbuildings and lockable cellar rooms shall not be for use by the Tenants. The Landlord can use these areas as long-term storage.
5. Broken windows that are not caused by burglary (i.e. vandalism/house parties or other) must be paid for by the tenants. If not attended to immediately i.e. within 24 hours then the Landlord will pay contractors and bill the Tenant. 6mm thick glass or stronger must always be used.  
NB: windows may be boarded up until a suitable contractor can be found.

**NOTE** The tradesmen will require access up to 7 days a week and could work from 7am until late in the night.

6. The tenant/s agree that the property will be cleaned to a PROFESSIONAL standard at the end of the tenancy and that if the property is not left clean to a professional standard that the landlord will engage a professional cleaner and the cost will be deducted from the tenants deposit.
7. The tenants agree to be contacted by email for service of documents and general communication; they agree that this email address can be shared with relevant 3<sup>rd</sup> parties. All email addresses have been provided on a separate document.
8. Other Negotiation It has been expressly agreed between the landlord and the tenant that there will be no smoking anywhere inside of the property and that this will apply to guests of the tenants.

- 10 Other Negotiation .....
- 11 Other Negotiation .....
- 12 Other Negotiation .....
- 13 Other Negotiation .....

