

ASSURED SHORTHOLD TENANCY AGREEMENT

for a furnished dwelling house

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.

The Tenant understands that the Landlord will be entitled to recover possession when the Tenancy Period ends.

The Particulars

THIS AGREEMENT is made the 8th day of February 2016

BETWEEN The Landlord

Andrew Graham Kelso
of 26 Cleveland Road, Lytham, FY8 5JH

AND The Tenants

(i) Daniel Anthony Neal	(ii) Max Parker
(iii) William John Edwards	(iv) Campbell John Menzies
(v) Connah Griffith Michael Johnson	

And is made in relation to the **Property** at:

2 Lorne Road, Fallowfield, Manchester M14 6AW

Together with the **Contents** as specified in the attached **Inventory**

Term

A fixed term of **12 months** commencing on and including **1/7/2016** to and including **30/6/2017**

Rent

The total rent payable per **month** is **£2,166.65** (equivalent to **£433.33** per person) and is payable **on the 27th of the month prior to which it is due**. The first payment of rent is due on the 27th August, for the month of September.

Payment may be made by Standing order or online bank payment from a UK bank account, or by payment directly at any branch of Barclays. Other payments will attract charges as outlined in the attached schedule.

Where the property is not rented for a full month period, the rent is payable at a daily rate of **£85 per day (£17 per person)**.

Summer Retainer

A fee of **£2166.65 (£433.33 per person)** is payable as a retainer for the summer period, where the summer period is defined as the months of July and August.

One bedroom will be made available for storage for the full summer, with reasonable access provided by the landlord when arranged in advance.

However, any tenant wishing to occupy their room for the summer may request to do so, at a guaranteed rate of **£433.33**.

Inclusive services

The following services are included in the rent:

- Water charges
- Gas
- Electricity
- Television license
- Broadband (wifi)

Fair Usage of Utilities

£40 per week (equivalent to £8 per person) is included within the rent, to pay utility bills. The overall cost of utility usage will be calculated at the end of the tenancy. If the total cost is in excess of the total contributions, the excess will be deducted from deposits. If the total cost is less than the total contributions, a rebate will be given after the end of the tenancy.

For clarity, utility 'standing charge' will apply throughout the tenancy; and the unitary usage will be calculated from meter readings taken upon the first day of the tenancy, and again on the final day of the tenancy.

Deposit

A Deposit of **£2,500.00 (£500.00 per person)** is to be paid in cleared funds on the signing of this Agreement and is held under the terms of an authorised deposit scheme (as per Clause 5 of this Agreement) the details of which will be made available to the Tenant by the Landlord within 30 days of receiving the Deposit.

Liability

All Tenants will be jointly and severally liable for the Tenant's obligations contained within this Agreement. In the event of nonpayment of Rent and/or other breach of the Agreement, any individual Tenant or group of Tenants may be pursued. This means that legal action may be brought against any one or any group of the Tenants. The group of Tenants shall be known collectively as 'The Tenant' throughout this Agreement.

The Landlord lets the Property and the Contents to the Tenant at the Rent for the Tenancy Period on the standard letting terms set out in this Agreement as varied or supplemented by any special letting terms.

1. Tenant's Obligations

The Tenant hereby agrees with the Landlord as follows:

- 1.1 Any obligation upon the Tenant under this Agreement to do or not to do anything shall also require the Tenant not to permit or allow any visitor to do or not to do the same thing.

Rent and Charges

- 1.2 To pay the Rent at the times and in the manner specified in The Particulars whether or not it has been formally demanded.
- 1.3 To pay the Utility, Council Tax (or similar charge which replaces it) and Charges for Services as specified in The Particulars.
- 1.4 To pay to the Landlord all costs and expenses, on an indemnity basis, incurred by the Landlord in:
- 1.4.1 The recovery from the Tenant of any Rent or any other money which is in arrears.
 - 1.4.2 The enforcement of any of the provisions of this Agreement.
 - 1.4.3 The service of any notice relating to the breach by the Tenant of any of the Tenant's obligations under this Agreement whether or not the same shall result in court proceedings.
 - 1.4.4 The cost of any Bank or other charges incurred by the Landlord if any cheque written by the Tenant is dishonoured or if any standing order payment is withdrawn by the Tenant's bankers.
 - 1.4.5 The cost of repairing, decorating or cleaning the Property or the Contents so they are to the same standard as at the commencement of the Tenancy (reasonable wear and tear excepted).
 - 1.4.6 Any other monies owed by the Tenant to the Landlord.
 - 1.4.7 Compensation for the breach of any terms of this agreement.
 - 1.4.8 Abortive costs incurred by the landlord, whereby the tenant fails to honour an agreed appointment with a contractor.

Use of the Property

- 1.5 To occupy the Property as the Tenant's only or principal home.
- 1.6 Not to assign or sublet or part with or share possession of the Property or any part of it, or to allow the Property to be occupied by more than the maximum Number of Permitted Occupiers, without the express written permission of the Landlord (which will not be unreasonably withheld).
- 1.7 Not to carry on in the Property any trade, profession or business or receive paying guests or exhibit any poster or notice board so as to be visible from the exterior of the Property or use the Property for any other purpose other than a private residence for the Tenant and (if a Garage or Parking Space is specified in the Particulars) for the storage of a private motor car.
- 1.8 Not to use the Property for any immoral, illegal or improper purposes.
- 1.9 To use the Property carefully and properly and not to damage it.
- 1.10 Not to do or permit to be done on the Property anything that may reasonably be considered to be a nuisance or annoyance to the Landlord or the owner or occupiers of any adjoining property.
- 1.11 Not to make any noise or play any radio, television, audio equipment or musical instrument in or about the Property so as to cause nuisance to neighbours or other adjoining residents or people in the immediate area.
- 1.12 Not to change the supplier of the Utilities and Services as specified in The Particulars without the express written permission of the Landlord (which will not be unreasonably withheld). Where the landlord provides any Utility or Service, as specified in The Particulars, the landlord may change supplier during the tenancy. Any disruptions to services included by the landlord caused by the supplier will not be the responsibility of the landlord. Any compensation issued by the supplier to the landlord will be passed on to the tenant, but no further compensation will be provided by the landlord.

- 1.13 Not to tamper, interfere with, alter, or add to, the installation or meters relating to the supply of such Services of the Property. This includes the installation of any pre-payment meter.
- 1.14 Not to bring into the Property any furniture or furnishings and other personal effects that do not meet the required safety standards.
- 1.15 Not to obstruct the common parts of the Building or any Shared Facilities or keep or leave anything in them.
- 1.16 Not to smoke or to permit a visitor to smoke tobacco or any other substance in the Property without the express written permission of the Landlord (which will not be unreasonably withheld).
- 1.17 Not to keep any dangerous or inflammable goods, materials, or substances in or on the Property apart from those required for general household use.
- 1.18 Not to install, take into, use or keep in, the property any heater or like object which requires paraffin or other gaseous fuel, and not to burn candles in the Property without the express written permission of the Landlord (which will not be unreasonably withheld).
- 1.19 Not to keep any animals, reptiles, insects, rodents or birds at the premises without the express written permission of the Landlord (which will not be unreasonably withheld). If permission is given, the Tenant may be asked to pay an additional amount towards the Deposit.
- 1.20 Not to block or cause any blockage to the drains and pipes, gutters and channels in or about the Property.
- 1.21 Not to bring into the Property any electrical equipment that does not comply with relevant UK electrical regulations.
- 1.22 To take all reasonable precautions (ie maintain a sufficient level of heating within the property) to prevent damage occurring to any pipes or other installation in the Property that may be caused by frost, provided the pipes and other installations were adequately insulated at the start of the tenancy.
- 1.23 To take all reasonable precautions to prevent condensation by keeping the Property adequately ventilated and heated.

Leaving the Property Empty

- 1.24 To advise the Landlord, by giving reasonable written notice, if the Tenant intends being absent from the Property for more than 14 days and provide actual dates the Property will be unoccupied. For any absence over 14 days the Tenant may agree that the Landlord should have access during the period to keep the Property insured and to take reasonable precautions to mitigate damage. Upon vacating the property for such a period, all doors and windows must be locked shut and any burglar alarm set.

Condition of the Property

- 1.25 Unless written comments or amendment are received by the Landlord within 14 days of Tenancy commencement the Tenant acknowledges that the Inventory attached hereto and forming part of this Agreement is a true and accurate record of the Property and the Contents, including their condition, at the beginning of the Tenancy.
- 1.26 Not to damage the Property or make any alteration in or addition to it or the electrical or plumbing system.
- 1.27 Not to decorate or change the style or colour of the decoration whether it be internal or external, nor to erect any aerial or satellite dish without the express written permission of the Landlord (which will not be unreasonably withheld).
- 1.28 To keep the interior of the Property and the Contents in the same condition, cleanliness, repair and decoration, as at the start of the Tenancy with allowance for fair wear and tear.
- 1.29 Not to remove any of the Contents from the Property without the express written permission of the Landlord (which will not be unreasonably withheld).
- 1.30 To clean the windows of the Property (where access is possible) as often as necessary.
- 1.31 To wash or clean the curtains hanging in such windows, only as agreed with the Landlord in writing.

- 1.32 To keep the Garden in the same character; weed free and in good order and to cut the grass at reasonable intervals during the growing season.
- 1.33 To notify the Landlord as soon as reasonably possible, having regard to the urgency of the matter, of any defect in the Property which comes to the Tenant's attention.
- 1.34 Where the Property includes Shared Facilities, to take proper care of the Contents and clean as appropriate after use.
- 1.35 To replace any light bulbs, fluorescent tubes, fuses, batteries, vacuum cleaner bags or any other consumable items, promptly and when necessary.

Waste and Refuse

- 1.36 To keep the exterior free from rubbish and place all refuse containers etc. in the allocated space for collection on the day for collection.
- 1.37 To undertake disposal of refuse by placing refuse in the receptacles provided and in particular comply with any local authority recycling policy by using the correct containers provided for that purpose. In the case of any dustbins to ensure that all general rubbish that cannot be recycled is placed and kept inside a plastic bin liner before placing in such dustbin.

Letters and Notices

- 1.38 To forward any notice, order, proposal or legal proceedings affecting the Property or its boundaries to the Landlord promptly upon receipt of any notice, order, proposal or legal proceedings.
- 1.39 To forward all correspondence addressed to the Landlord at the Property to the Landlord within a reasonable time period of 28 days.

Access to the Property

- 1.40 To permit the Landlord or other persons authorised by them at all reasonable times after giving the Tenant notice at least on the day prior (except in an emergency):

- 1.40.1 To enter the Property to examine the state and condition of the Property and Contents and to carry out repairs or maintenance to the Property or Contents and afford them all facilities so to do.
- 1.40.2 To enter and view the Property with prospective occupiers throughout the tenancy.
- 1.40.2 During June, July, August & September, the landlord will endeavour, but may not always be able to give notice on the day prior due to the frequency of visits required in the period to inspect rooms, perform maintenance and administer deposits.

Notice to Repair

- 1.41 If the Landlord gives the Tenant any written notice to remedy a defect, for which the Tenant is responsible, the Tenant shall carry out the repair within one month of the date of the given notice. If the tenant fails to complete the work within the period of notice, the landlord may enter the property to complete the work, at the tenant's cost.

Key and Alarm Codes

- 1.42 The Tenant agrees that the Landlord (and Landlords' agents and workmen) shall hold sets of keys and that the Tenant shall not install or change the door locks or alarm codes, without the express written permission of the Landlord (which will not be unreasonably withheld).
- 1.43 Not to have any keys cut for the locks to the Property without the express written permission of the Landlord (which will not be unreasonably withheld).

Tenant's Possessions

- 1.44 The Tenant is strongly advised to take out insurance with a reputable insurer for the Tenant's possessions as such possessions will not be covered by any insurance effected by the Landlord.

At the End of the Tenancy

- 1.45 At the end of the Tenancy the Tenant agrees to:
 - 1.45.1 Give up the Property with vacant possession.

- 1.45.2 Give up the Property and the Contents in the same state of cleanliness, condition and decoration as it was at the commencement of the Tenancy (reasonable wear and tear excepted) and pay for the repair or replacement of those items damaged or lost during the Tenancy which were the Tenant's responsibility in this Agreement.
- 1.45.3 Leave the Contents in the respective positions that they occupied at the commencement of the Tenancy.
- 1.45.4 Return any linen, blankets and towels that may be provided, freshly washed and clean.
- 1.45.5 Return all keys to the Landlord and pay reasonable costs of having new locks fitted and new keys cut in the event that not all keys are returned to the Landlord.
- 1.46 Any goods or personal effects belonging to the Tenant or members of the Tenant's household which shall not have been removed from the property immediately upon the expiry or sooner termination of the tenancy shall be deemed to have been abandoned. The Landlord can dispose of such goods as they think appropriate with the tenant being responsible for the costs of disposal.
- 1.47 To allow the Landlord to erect 'for sale' or 'to let' signs at the Property throughout the Tenancy.
- 1.48 Where possible, the Tenant should be present during any inspection of the Property upon check out, to be carried out by or on behalf of the Landlord, at a time convenient to the landlord.

Reasonable Maintenance

- 1.49 The tenant agrees to undertake the following routine maintenance tasks as and when they become due:
 - 1.49.1 Defrost the fridge/freezers.
 - 1.49.2 Bleed the radiators.
 - 1.49.3 Top up pressure on the heating system.
 - 1.49.4 Check the Fire and smoke detection system.

2. Landlord's Obligations

The Landlord hereby agrees with the Tenant as follows:

- 2.1 The Landlord shall arrange for the Property and Contents (not the Tenant's possessions) to be insured under a comprehensive insurance policy and use all reasonable effort to arrange for any damage caused by an insured risk to be remedied as soon as is practicable, and to refund to the Tenant any Rent paid for any period in which the Property is uninhabitable or inaccessible as a result of such damage, unless the insurers refuse to pay out the policy monies because of anything the Tenant has done or failed to do in breach of the Tenant's Obligations under this Agreement.
- 2.2 To pay all assessments and outgoings in respect of the Property, which are the responsibility of the Landlord
- 2.3 To allow the Tenant to quietly possess and enjoy the Property during the Tenancy without interruption from the Landlord (notwithstanding Clause 1.40 in this Agreement).
- 2.4 To ensure that gas appliances supplied by the Landlord comply with the Gas Safety (Installation and Use) Regulations 1998 and that a copy of the Gas Safety Check Certificate will be given to the Tenant at the commencement of the Tenancy.
- 2.5 To ensure that all the furniture and equipment within the Property supplied by the Landlord complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 as amended in 1993.
- 2.6 To carry out promptly any repairs which are the Landlord's responsibility.

3. Interest on Rent Arrears

- 3.1 The Tenant shall pay interest at the rate of 29.9% (APR) upon any Rent or other monies due under this Agreement which is more than 7 days in

arrears in respect of the date from when it became due to the date of payment. Interest will accrue daily.

4. Termination

- 4.1 If there is a breach of any of this Agreement by the Tenant, the Landlord may serve notice in accordance with Section 8 of the Housing Act 1988 (as amended).
- 4.2 If the Rent or any part shall be in arrears for at least 21 days after it shall have become due (whether legally demanded or not) or if there shall be a breach of any of this Agreement by the Tenant, the Landlord may re-enter the Property (subject to the Landlord obtaining a Court Order for Possession) and immediately thereon the Tenancy shall terminate without prejudice.

Landlords Right of Termination

- 4.3 The Landlord is entitled to terminate this Tenancy for these reasons (including by Service of Notice in accordance with Section 8 of the Housing Act 1988 (as amended), as defined above):
 - 4.3.1 Any installment of rent not received in full within 14 days of day due when the landlord formally demands it, after it has fallen due;
 - 4.3.2 Or if the tenant fails to comply with any of the Tenants Obligations under this agreement;
 - 4.3.3 Or if the Tenant becomes bankrupt;
 - 4.3.4 Or an Interim Receiver of the Property is appointed;
 - 4.3.5 Or if the Tenant (without making prior arrangements in writing with the Landlord) leaves the property vacant or unoccupied for more than 3 weeks.

Effect of Termination

- 4.4 Termination of this Tenancy Agreement ends the Tenancy but does not release the Tenant from any outstanding obligations.
- 4.5 If the Tenancy is a Fixed Term Tenancy, the Landlord may serve on the Tenant at least 2 months' notice in writing under Section 21(1)(b) of

the Housing Act 1988 (as amended) to expire on the last day of the Fixed Term.

4.6 If the Tenancy has become a Statutory Periodic Tenancy it may be terminated by:

4.6.1 The Landlord serving the Tenant at least two months' notice in writing under Section 21 (4) (a) of the Housing Act 1988 (as amended) and expiring on the last day of a rental period of the Tenancy.

4.6.2 The Tenant giving written notice of at least four weeks and expiring on the last day of a rental period of the Tenancy.

5. The Deposit

5.1 If a deposit is taken it will be held and returned under the terms of one of the Tenancy Deposit Schemes detailed below:

Tenancy Deposit Solutions Limited (TDSL) trading as my| deposits

This is an insurance based scheme. The Landlord shall hold the deposit within the terms of the scheme. Any interest earned on the Deposit shall be retained by the Landlord and used to cover administration costs.

The Deposit Protection Service (The DPS)

This is known as the Custodial scheme. The scheme shall hold the deposit within the terms of the scheme. The Landlord shall retain any interest earned on monies properly deducted from the Deposit as specified in Clause 5.3 of this Agreement.

The Tenancy Deposit Scheme run by The Dispute Service Limited (TDS)

This is an insurance based scheme. The Landlord shall hold the deposit within the terms of the scheme. Any interest earned on the Deposit shall be retained by the Landlord and used to cover administration costs.

- 5.2 The Deposit shall be returned to the Tenant (less any deductions properly made) within 14 days of the end of the Tenancy, upon vacant possession of the Property and return of the keys, if the Tenant has kept to all the agreements and conditions within this Agreement.
- 5.3 Monies shall properly be deducted 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:
- 5.3.1 The recovery from the Tenant of any Rent or any other money which is in arrears.
 - 5.3.2 The enforcement of any of the provisions of this Agreement.
 - 5.3.3 Compensation in respect of the Tenant's use and occupation in the event that the Tenant fails to vacate the Property on the due date.
 - 5.3.4 The service of any notice relating to the breach by the Tenant of any of the Tenant's obligations under this Agreement whether or not the same shall result in court proceedings.
 - 5.3.5 The cost of any Bank or other charges incurred by the Landlord if any cheque written by the Tenant is dishonoured or if any standing order payment is withdrawn by the Tenant's bankers.
 - 5.3.6 The cost of repairing, decorating or cleaning the Property or the Contents so they are to the same standard as at the commencement of the Tenancy (reasonable wear and tear excepted).
 - 5.3.7 Any other monies owed by the Tenant to the Landlord.
 - 5.3.8 Compensation for the breach of any terms of this agreement.
- 5.4 If the Deposit shall be insufficient the Tenant shall pay to the Landlord such additional sums as shall be required to cover all costs, charges and expenses properly due.
- 5.5 The deposit will be protected within 30 days of receipt of the first payment. Where the deposit is not paid as a whole, the total amount of

deposit received within the first 25 days following receipt of the first part payment will be protected in the Tenancy Deposit Scheme. All part payments received after that date will incur a £30 fee to cover further deposit protection costs.

6. Notices

- 6.1 The Landlord gives notice to the Tenant that in accordance with Section 47 and 48(1) of the Landlord and Tenant Act 1987 that Notices (including Notices in proceedings) may be served on the Landlord at the address specified in The Particulars of this Agreement.
- 6.2 Any Notice served upon the Tenant in accordance with this Agreement or any statute or regulation then the same may be served properly addressed to the Tenant either at the Property or by sending same by first class post to the Property or at the Tenant's last known address and the same shall be deemed to have been properly served and received by the Tenant in the ordinary course of that first class post being delivered.

7. Consents

- 7.1 The Landlord confirms that all necessary consents have been obtained to enable the Landlord to enter into this Agreement (whether from Superior Landlord, Lenders, Mortgagees, Insurers, or others).

8. Data Protection

- 8.1 The Tenant hereby consents to the Landlord processing any information or personal details on or of the Tenant as defined in the Data Protection Act 1998.
- 8.2 The Tenant agrees that the Landlord may pass on the Tenant's forwarding address and/or other personal information to utility suppliers, local authority, any credit agencies, or reference agencies and for debt collection.

9. Attached to and forming part of this Agreement are copies of:

- 9.1 Inventory
- 9.2 Schedule of fees and charges

We hereby agree the foregoing

Signed by the above named (the Landlord):	In the presence of:	Dated

Signed by the above named (the Tenants):	In the presence of:	Dated
1. <u><i>Daniel Neal</i></u> Daniel Neal (Feb 28, 2016)		
2. <u><i>Max Parker</i></u> Max Parker (Feb 24, 2016)		
3. <u><i>William Edwards</i></u> William Edwards (Feb 28, 2016)		
4. <u><i>Campbell Menzies</i></u> Campbell Menzies (Feb 9, 2016)		
5. <u><i>C. Johnson</i></u> Connah Griffith Michael Johnson (Feb 11, 2016)		

Tenancy charges

Item	Cost	Description
Key fees		
Single Key	£15	A single lost key is replaced at a cost of £15 (delivered by hand or post). The charge also applies where a key is missing at the end of the tenancy.
Set of Keys	£30	A full set of keys (per tenant) is replaced at a cost of £30 (delivered by hand or post). The charge also applies where keys are missing at the end of the tenancy.
Letting back into property	£25	If you have locked yourself out of the property, and I am working locally, I will let you back in to the property for a fee of £25. If I am not local or available, then you should use an emergency locksmith to gain entry (with any charges payable by you), as any damage to the door or frame will be significantly more expensive for you to repair.
Admin fees		
Agency Administration Fee	TBC	You must pay the agency administration fee for entering in to this tenancy
Document Fee	£25	All documentation is provided electronically prior to, or at the beginning of the tenancy. If however you wish to have a paper document re-issued to you, an administration charge will apply.
Assignment of Tenancy	£150	If one individual tenant is party to a joint and several agreement and wishes to leave before the end of the agreement, they may find a replacement tenant (who is deemed suitable by the remaining tenants). For the issuing of the necessary paperwork to 'Assign the tenancy', an admin fee of £150 will apply. The outgoing tenant should note that they remain liable for rent on their room until the Deed of Assignment is fully signed and returned to the landlord.
Assignment of Tenancy & finding a replacement tenant	£300	As per 'Assignment of Tenancy', but where the outgoing tenant requests the landlord to find a suitable replacement tenant. The outgoing tenant should note that they remain liable for rent on their room until the Deed of Assignment is fully signed and returned to the landlord.
Landlord Reference	FOC	Where references are requested by your next landlord electronically, they will be provided Free of Charge.
Late Payment fees		
Late Deposit payment	£30	As per clause 5.5 of the tenancy agreement, the full deposit should be received within 25 days of receiving the first deposit payment. Each payment received after that will be subject to a £30 fee.
Late payment letter	£25	A payment will be deemed late on the 7th day after which it became due. A reminder letter will be issued (usually by email) on or after that day at a cost of £25. This will apply to every payment, not just the first late payment.
Interest	29.9%	Once a payment is more than 7 days late, interest will accrue on the amount at a rate of 29.9% APR, from the date at which the payment became due, until it has been paid in full.
Each further reminder letter	£10	A further reminder letter will be issued (usually by email) one month after the payment was deemed late, at a further cost of £10. This will apply to each additional month thereafter until the full payment is received as cleared funds. For example, if a payment due on the 27th January is made on the 5th April, the fee will amount to £25+£10+£10+interest.
Notes regarding all late payments		The charging structure for late payments applies to each monthly payment due. Thus, if two month's rent are missed, two sets of charges will be due. For example, if payments are due on the 27th January and 27th February, and are made on the 5th April, the total fee will be £25+£10+£10+interest+£25+£10+interest. For the avoidance of doubt, where payments are to be made termly, this monthly charging structure will still apply to late payments.
Bounced Cheque	£25	If a cheque is returned "refer to drawer" or "refer to drawer/please represent"
Late Payment fees		
Debt recovery & Legal fees	All	All fees and charges incurred by the landlord during the process of recovering a debt from a tenant will be added to the amount owing by the tenant.
Method of Payment fees		
Free methods of payment	FOC	All payments for rent, deposit, and fees can be made without charge using one of these methods: (i) Standing Order from a UK bank account (ii) Online bank payment from a UK bank account (iii) Cash payments made directly into any branch of Barclays. With all payments, please ensure your name is quoted as a reference.
Credit card payment	3.5% supplement	A supplemental fee applies to the full amount being paid. Please check if the facility to take card payments is in place.
Failure to cancel standing order	£25	Any additional monthly rental payments received at the end of the tenancy will be returned with a £25 deduction for administration expenses.
Payment of arrears after tenancy	£5	Any payment to reduce monies owed at the end of the tenancy which is received after the end of the tenancy is subject to an administration fee of £5. The fee applies to each payment received.
Maintenance charges		
Light bulb replacement	£3	All lightbulbs will be provided at the start of the tenancy in good working order. A charge of £3 per bulb will apply for any bulb changed throughout the tenancy by the landlord or his agents. This will be either: (i) at the tenants' request, or (ii) where the escape route is inadequately lit.
Clearing of blockage in vacuum	£20	The vacuum provided at the property at the start of the tenancy will be in working order, and free from blockages. Any blockage removed during or immediately after the tenancy will incur this charge.
Clearing of blocked sanitary ware	£20	All showers, basins and kitchen sinks will be free-flowing and free from blockages at the start of the tenancy. Any blockage removed during or immediately after the tenancy will incur this charge.
Blocked drains	£25	The external drains at the property will be in working order at the start of the tenancy, and free from blockages and debris. Any blockage removed during or immediately after the tenancy will incur this charge.
Pest control		The property will be provided in a pest-free state at the start of the tenancy. If a pest problem arises due to the structure of the property, the landlord will deal with this directly. If a pest problem arises due to the tenants everyday occupation of the property (for example mice attracted by food debris), the tenants should deal with this directly, or pay any charges necessary to rectify the situation.
All maintenance charges		During the first 14 days of the tenancy, please inform the landlord if any of the facilities mentioned in this section are not in good working order, or if any pests are sighted. The landlord will then deal with the issue at his own cost. Thereafter, once the issue has been rectified, these shares will apply to any further problems throughout or at the end of the tenancy.
End of tenancy charges		
Cost of redecoration	Minimum £25	A minimum charge of £25 per room will apply where walls or ceilings are marked and require repainting, often due to the use of Blu Tack, sellotape or similar products. This will only apply where walls are marked as 'freshly painted' on the inventory.
Removal costs	Minimum £10	Charges will be made for the removal of any personal items, furniture or rubbish left at the property.
Door closer to reattach	£15	At the start of your tenancy, there will be a working door closer attached to each fire door, which is an essential piece of fire safety equipment. If you remove this, we will re-attach it at a cost of £15 per door, at either, or both of these times: (i) when a fire safety assessment is due (ii) the end of the tenancy
Door closer parts missing	£40	If there are any parts missing when the door closer is refitted, a replacement door closer will be required. The total cost for this replacement is then £40, rather than £15.



E:lettings@kelsoproperty.co.uk
Garden Cottage, 30 East Beach, Lytham, Lancashire, FY8 5EX

Date of Check in		Date of Check out	
Inspected by		Inspected by	

Name of Tenant	Check in Signature	Check out Signature
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Landlords Initials

Tenants initials

Managed by Andrew Kelso andy@kelsoproperty.co.uk Telephone 07876 742423		

*By signing the above, you agree that all the items in this inventory have been inspected and found to be correct at the time of check in and check out **and** in the condition indicated.

Lead tenant must initial each page of this document

General

Furniture & Contents

Structural Condition & Fittings

Meter Readings	Check in	Check out
Gas		

Landlords Initials

Tenants initials

Water		
Electricity		



General	Check-in Yes/No	Check –out Yes/No	Comments
Tenant Information Pack complete	yes		Pack complete all instruction manuals present
Fire equipment checked	yes		system serviced and certified
Fire blankets	yes		All present
Appliances checked PAT tested	yes		Yes
Smoke alarms (operating, new batteries, tested)	yes		Fully functioning system
Boiler	yes		Fully Functioning
Timer/Thermostat	yes		Present fully functioning
Security Alarm Equipment	yes		Serviced annually
Fire Alarm Equipment	yes		System fully functioning services and certified

Landlords Initials

Tenants initials

Hall/Stairs/Landing	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
Hall Flooring/ Wooden	Some marks				
Stairs and landing/ Carpet	Some marks/stains/dirty				
Walls/ Cream walls	Some scuffs & marks				
Ceiling/ White ceiling	Some cracks in the painting				
Wood work/ White	Some scuffs & marks				
Doors/ Fire doors	Good condition				
Emergency lights/test points	Working				
Electrical Fittings/ Sockets	Working				
Light Bulbs	All working				
Alarm Panel	Working				
Fire Alarm Panel	Working				
Fire Extinguishers on ground floor, 1 st Floor landing & 2 nd floor landing	All unused				
Radiator	Fully functioning				

Landlords Initials

Tenants initials

Hall/Stairs/Landing	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
Wall Mirror	Marked in places				
Dryer – Hotpoint TCHL 73	Working/clean				

Lounge area	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
Flooring/wooden floor	Some scratch/stain marks				
Walls/ Cream walls	Some scuffs & marks				
Ceiling/ White ceiling	Some cracks in the painting				
Wood work/ White	Some scuffs & marks				
Doors/ Fire doors	Some marks – door closer broken				
Windows	Double glazed				
Window Coverings (Curtains)	Brown curtains - Some stains & marks				
Window Coverings (Lace curtains)	Lace curtains - Some stains & marks				
Electrical Fittings/ Sockets	Working				
Light Bulbs	All working				
Radiator	Fully functioning – some marks				

Landlords Initials

Tenants initials

Lounge area	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
Sofa – 2 seater brown leather sofa (window)	Cigarette burn, small hole, and some marks on sofa				
Sofa – 2 seater brown leather sofa (side wall)	Some marks & chocolate stains				
Sofa – 2 seater brown leather sofa (back wall)	Some marks & chocolate stains				
Coffee Table (White)	Some marks				
Coffee Table (Black)	Some marks				
Black CD/DVD Rack	Some marks				
Sharp LC-40F22E Television with remote	40 inch Sharp TV with remote control - Fully functioning – working – some marks on the stand				
Mirror	Good condition – marked in places				

Kitchen	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
Flooring/tiled	Good condition – some cracks				

Landlords Initials

Tenants initials

Walls/ White walls	Some scuffs & marks				
Ceiling/ White ceiling	Good condition				
Wood work/ White	Some scuffs & marks				
Doors/ Fire doors	Some marks – door closer broken				
Windows	Double glazed				
Window Coverings (Blind)	Good condition				
Electrical Fittings/ Sockets	Working				
Light Bulbs	All working				
Radiator	Fully functioning				
Fitted Cupboards	Good range, good condition – corner cupboard broken				
Drawers	Fully functioning, good condition				
Worktops	Back Formica, good condition – Burn marks either side of cooker/peeling				
Table with 3 chairs	Some marks - one chair broken				
Sinks/Taps/ Plumbing	2 Steel sinks with taps, good condition, working				

Kitchen	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
Microwave - LG Combi	Working / clean				

Landlords Initials

Tenants initials

MC7642E					
Fridge/Freezer - Hoover HSC574W	Working / clean				
Dishwasher – Hotpoint FDW20P	Working / clean				
Gas Cooker - Zanussi ZCG63010BA	Working / clean				
Extractor fan	Working / clean/ light broken				
Fire Blanket	Unused				
Fire Extinguisher	Unused				
Boiler – Worcester Greenstar Cdi	Working				
Washing machine – Indesit IWC 71452	Working / clean				
Vacuum cleaner – Numatic Henry hoover HVR 200A	Working				

Ground Floor Middle Bedroom	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
Flooring/Carpet	Some marks				
Walls/ Cream walls	Some scuffs & marks				
Ceiling/ White ceiling	Some cracks in paint				

Landlords Initials

Tenants initials

Wood work/ White	Some scuffs & marks				
Door/ Fire door	Good condition				
Window	Double glazed				
Window Coverings (Curtains)	Brown curtains – Some stains & marks				
Window Coverings (Lace Curtains)	Lace curtains – Some stains & marks				
Fitted Shelves	Good condition				
Electrical Fittings/ Sockets	Working				
Light Bulb	Working				
Radiator	Fully functioning				

Ground Floor Middle Bedroom	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
Double metal bedframe	Good condition				
Mattress	Good condition				
Double Wardrobe	Good condition				
Desk	Some marks				
Chair - Swivel	Badly marked				
Chest of Drawers	Good condition				
Bedside Table	Good condition				

Landlords Initials

Tenants initials

Mirror	Good condition				
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1st Floor Front Bedroom	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
Flooring/Carpet	Good condition – some stains & marks				
Walls/ Cream walls	Good condition – Some scuffs & marks				
Ceiling/ White ceiling	Good condition				
Wood work/ White	Good condition - Some scuffs & marks				
Door/ Fire door	Good condition				
Windows x 2	Double glazed				
Window Coverings (Curtains)	Brown curtains – some stains & marks				
Fitted shelves	Good condition				
Electrical Fittings/ Sockets	Working				
Light Bulb	Working				
Radiator	Fully functioning – some marks				

Landlords Initials

Tenants initials

1st Floor Front Bedroom	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
Metal double bed frame	Good condition				
Mattress	Good condition				
Wardrobe	Good condition				
Desk	Good condition – some marks				
Chair - Swivel	Ripped in places/some marks				
Chest of Drawers	Good condition – some marks				
Mirror	Good condition - chipped				

1st Floor Middle Bedroom	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
Flooring/Carpet	Good condition – Some stains & marks				
Walls/ Cream walls	Some scuffs & marks				
Ceiling/ White ceiling	Good condition				
Wood work/ White	Some scuffs & marks				
Door/ Fire door	Some marks – Door closer broken				
Window	Double glazed				
Window Coverings	Brown curtains – some stains &				

Landlords Initials

Tenants initials

(Curtains)	marks				
Fitted shelves	Good condition				
Electrical Fittings/ Sockets	Working				
Light Bulb	Working				
Radiator	Fully functioning – some marks				

1st Floor Middle Bedroom	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
Double metal bedframe	Good condition				
Mattress	Good condition				
Wardrobe	Good condition – Some marks				
Desk	Good condition – Some marks				
Chair - Swivel	Good condition – Badly marked				
Chest of Drawers	Good condition – Some marks				
Bedside Table	Good condition				
Mirror	Good condition				

1st Floor Back Bedroom	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
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Landlords Initials

Tenants initials

Flooring/Carpet	Some stains & marks				
Walls/ Cream walls	Some scuffs & marks				
Ceiling/ White ceiling	Some cracks in paint				
Wood work/ White	Some scuffs & marks				
Door/ Fire door	Good condition				
Window	Double glazed				
Window Coverings (Curtains)	Beige curtains - some stains & marks				
Fitted Shelves	Good condition				
Electrical Fittings/ Sockets	Working				
Light Bulb	Working				
Radiator	Fully functioning				

1st Floor Back Bedroom	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
Double metal bedframe	Good condition				
Mattress	Good condition				
Double wardrobe	Good condition – broken inside				
Desk	Good condition – Some scratches				
Chair - swivel	Good condition – some marks				

Landlords Initials

Tenants initials

Chest of Drawers	Good condition - missing				
Bedside Table	Good condition				
Mirror	Good condition				

2nd Floor Bedroom	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
Flooring/Carpet	Good condition – some stains/marks				
Walls/ Cream walls	Some scuffs & marks, sellotape on walls				
Ceiling/ White ceiling	Some scuffs & marks, sellotape on ceiling				
Wood work/ White	Good condition - Some scuffs & marks				
Door/ Fire door	Good condition				
Window – Sky lights	Double glazed				
Window Coverings (Blinds)	2 blinds – 1 broken				
Electrical Fittings/ Sockets	Working				
Light Bulbs	All working				
Radiator	Fully functioning				

2nd Floor Bedroom	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
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Landlords Initials

Tenants initials

Metal double metal bedframe	Good condition				
Mattress	Good condition - Badly marked				
Built in Wardrobe	Good condition				
Desk	Peeling in parts/bowing				
Chair - swivel	Good condition				
Chest of Drawers	Good condition				
Fitted shelves	Top shelf bracket broken				
Bedside Table	Good condition				
Mirror	Good condition				

1st Floor Bathroom	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
Flooring/ Tiled floor	Some cracks				
Walls/ White walls	Some scuffs & marks				
Ceiling/ White ceiling	Some cracks in paint				
Wood work/ White	Some scuffs & marks				
Door/ Fire door	Good condition				
Shelving	1 shelf – good condition				
Electrical Fittings	Halogen spotlight - Working				

Landlords Initials

Tenants initials

Radiator	Fully functioning				
Extractor Fan	Fully functioning				
Toilet	White toilet with seat - Fully functioning/clean – some cracks on seat				
Wash Hand Basin	White basin - Fully functioning/clean				
Bath	White bath - Fully functioning/clean – some marks				
Electric shower with rail over bath	Fully functioning/clean				
Shower rail with shower curtain	Good condition – some marks				
Folding Shower screen	Fully functioning/clean – some marks				

1st Floor Bathroom	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
Mirror	Good condition				
Towel rail	Good condition				
Toilet roll holder	Good condition				

1st Floor Toilet	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
Flooring/Tiled	Good condition				

Landlords Initials

Tenants initials

Walls/ White walls	Good condition				
Ceiling/ White ceiling	Good condition				
Wood work/ White	Good condition				
Door/ Fire door	Good condition				
Window	Double glazed				
Electrical Fittings	Halogen spotlight - Working				
Radiator	Fully functioning				
Extractor Fan	Fully functioning				
Wash Hand Basin	White basin - Fully functioning/clean				
White Toilet with white seat	Fully functioning/clean				

1st Floor Toilet	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
Mirror	Good condition				
Towel rail	Good condition				
Toilet roll holder	Good condition				

Cellar	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
Flooring/ Stone floor	Empty – no rubbish present (Please do not store the landlords furniture or fittings in the cellar)				

Landlords Initials

Tenants initials

Walls	Brick/stone				
Ceiling	Plasterboard				
Door	Good condition				
Electrical Fuse board	Fuse board for all electrical circuits in the house				
Electric Meter					
Gas Meter					
Light Bulbs	Working				

External	Condition/Safety/Comments	Photo evidence	Check out (Tick if present)	Condition/Safety/Comments/ Costs for making Good	Photo evidence
Front Door	Good condition				
Back Door	Good condition				
Gate in yard	Good condition				
Walls in yard	Good condition				
Gutters/Drainpipes	Good condition				
Security Lights	Fully functioning				
TV Aerial	Fully functioning				

Signature: 

Email: lettings@kelsoproperty.co.uk

Landlords Initials

Tenants initials