

Letter Ref: Unsent letter

Miss Donna Mannion

Dear Miss Donna Mannion,

Re: Acceptance of application for a tenancy in respect of 15 Aske Road 1, Middlesbrough, Cleveland, TS1 4ND It is with pleasure that I am able to confirm that I have received satisfactory references in respect of your application and can therefore accept your offer to take a tenancy commencing from 12/09/2011. The main aspects of the Agreement are:-

Start Date: 12/09/2011 for a term of 11 months and 15 days

Rent:	From	To	Total Rent
	Start of Tenancy (12/09/2011)	09/10/2011	Single payment of £236.00
	10/10/2011	09/01/2012	Single payment of £904.67
	10/01/2012	09/04/2012	Single payment of £904.67
	10/04/2012	End of Tenancy (26/08/2012)	Single payment of £904.66

Deposit / Bond: A deposit of £150.00 is held by the agent on behalf of the Landlord

Tenant Bills: The tenant is responsible for the below utility bills, meter readings will be carried out and services transferred into tenants name on move in date:

Television Licence
Council Tax / Rates
Electricity
Telephone
Water

Internet included: Yes / No

I have also enclosed the tenancy agreement, I would be grateful if you could have a read through and sign where necessary, and bring with you for me to sign at the agreed time.

Please do not hesitate to contact me in the mean time if you have any questions.

Yours sincerely,

Jo Riley
Campus Lifestyle - Administrator
t: 01642 260663
e: jor@campuslifestyle.com

Tenancy Check List (Office Copy)

Information Summary

Service Type: fullymanaged-brudenellhouse

Deposit Date:

Property: 15 Aske Road 1, Middlesbrough, Cleveland, TS1 4ND

Number of beds: 3

Start Date: 12/09/2011

Fixed Date: 26/08/2012

End Date: 26/08/2012

Term: 11 months and 15 days

Rent:	From	To	Total Rent
	Start of Tenancy (12/09/2011)	09/10/2011	Single payment of £236.00
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Deposit: £150.00

Checklist

Staff Name

- Bond cheques made payable to Campus Lifestyle
- Bank details, address and signature on Standing Order Mandate or other payment method.
- Sign two copies of tenancy agreement

	Ref/ID	Standing Order Mandate	Bond Paid	Admin Fee	Insurance
Miss Donna Mannion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are guarantors required

Tenancy Signing Appointment booked

Special Conditions agreed by Landlord

THIS ASSURED SHORTHOLD TENANCY AGREEMENT

Made on 14/12/2011

Between: Campus Lifestyle (Houses) Ltd
Of: 108A Borough Road, Middlesbrough, TS1 2HJ

Registered Office: 108A Borough Road, Middlesbrough, TS1 2HJ
Of the one part (hereinafter referred to as the Landlord)

And: Miss Donna Mannion
Of:
Of the other part (hereinafter referred to as the Tenant)

WHEREBY the Landlord agrees to let and the Tenant agrees to take the premises known as

15 Aske Road 1, Middlesbrough, Cleveland, TS1 4ND

together with any furniture and effects therein as specified in the inventory signed by the parties for a term of _____ weeks at £_____ per week

From	To	Total Rent
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This agreement creates an assured shorthold tenancy within Chapter II Part I of the Housing Act 1988 as amended 1996 and the provisions for the recovery of possession by the Landlord Section 21 of the Housing Act 1988 as amended apply accordingly.

References to the masculine gender shall include the feminine and vice versa and references to the singular shall include the plural and vice versa.

Tenant's obligations

1. The Tenants agrees with the Landlord as follows:
To pay £..... per year
Payment 1 - £..... due on or before
Payment 2 - £..... due on or before
Payment 3 - £..... due on or before
Payment 4 - £..... due on or before
- 1.1 Payments to be paid by direct debit mandate in advance in the manner and at the time agreed without any deductions and to pay all charges for telephone that may be incurred during this Tenancy.
- 1.2 To keep the interior of the premises and all fixtures, fittings, decor and furniture therein in good repair and to make good all damage, breakages, destruction, losses or theft caused directly or otherwise by the Tenant or his family, visitors, servants or others or otherwise to be responsible for the cost of all repairs and/or replacements, fair wear and tear only accepted.
- 1.4 To use the premises only for the purposes of a residence as a private dwelling house and not to carry on or permit to be carried on from the premises or any part thereof any profession, trade or business whatsoever.
- 1.5 To refrain from causing annoyance or inconvenience (whether by noise or otherwise) to any neighbour or to any other occupier of the same premises or buildings. Not to allow members of the household or visitors to cause annoyance or nuisance to other persons in the locality.
- 1.6 Not to do or permit to be done anything, which may invalidate the insurance of the property or the contents or cause the ordinary premium to be increased.

- 1.7 To comply with the head lease if applicable.
- 1.8 To permit the Landlord his servants or agents to enter the premises at all reasonable times upon receipt of reasonable notice for the purposes of inspecting the premises and carrying out any necessary maintenance or repair.
- 1.9 To give the Landlord notice as soon as is reasonably practicable of any necessary repairs or of damage to any of the fixtures or fittings within the premises.
- 1.10 Not to remove any of the furniture, fixtures or fittings as described in the inventory from the property.
- 1.11 To deliver up the premises and all furniture fixtures and fittings therein to the Landlord at the expiration or sooner determination of this tenancy, in good condition and complete repair, fair wear and tear only excepted; and to leave all furniture, fixtures and fittings therein in the same position and condition as at the commencement of this tenancy agreement in accordance with the inventory of furniture and effects, a copy of which has been provided. Failure to comply with this requirement will entitle the Landlord to charge the Tenant a fee for locating such items. The minimum charge will be twenty pounds for the first hour and ten pounds for each subsequent hour such charges to be deducted from the deposit.
- 1.12 Not to carry out or put into effect any structural alteration or addition to the premises, not to erect satellite dishes not to change the suppliers of the mains services nor recite or change any meters pertaining thereto, not to change the existing telephone number, not to change the locks to the outer doors of the property or to make duplicate keys thereto but to return all such keys to the Landlord or Landlord's Agent at the expiration or sooner determination of the tenancy. Not to carry out or instruct others to carry out any repairs to the premises or any part thereof without the prior written authorisation of the Landlord or Landlord's Agent.
- 1.13 Not to assign, sublet or part with the possession of the premises furniture fixtures or fittings or any part thereof or to allow any other person to reside in the premises or to take in any lodger or paying guest.
- 1.14 Not to affix to the exterior or to the windows of the premises any sign advertisement handbill or poster.
- 1.15 To permit the Landlord and others authorised by him at all reasonable times on receipt of reasonable notice to enter into or upon the premises or any part thereof to view the premises in connection with the possible future re-letting of them by the Landlord during the tenancy if so required to permit the Landlord or his agents to view the property with prospective purchasers and should the Landlord so wish to permit the Landlord to display a notice upon the property specifying that the same is for disposal.
- 1.16 If and when the Tenant shall fail to pay the rent or any other sum due under this agreement within 14 days of the due date the Tenant shall pay to the Landlord interest on such rent or other money as the case may be from the date it was due to the date on which it was actually paid and the rate of interest shall be 5% per annum above the National Westminster Bank plc base rate (or in the event of the said base rate ceasing to exist such other reasonable rate of interest as the Landlord may from time to time in writing specify during the period).
- 1.17 If the tenant being an individual shall become bankrupt or if the tenant shall enter into composition with his creditors the Landlord may re-enter the property and immediately thereupon the tenancy shall absolutely determine without prejudice to any other remedy of the Landlord.
- 1.18 In the event of this assured shorthold tenancy lasting for a period in excess of the fixed term the Landlord shall have the right to increase the rent annually on the anniversary of the creation of the tenancy in accordance with the Retail Price Index subject to a minimum of 4% and maximum of 10%.
- 1.19 The Tenant may determine this agreement by giving at least one month's notice to the Landlord in writing, such notice not to expire before the end of the tenancy agreement.
- 1.20 To notify all utility suppliers and pay all charges including standing and consumption charges and any deposits or connection charges and the amount of all charges made for use of the telephone (if any) on the premises during the course of the tenancy. The Tenant shall not change the suppliers of utilities including gas, electricity, water or telephone.
- 1.21 Not to erect, abandon, or place any hut shed caravan house on wheels or other chattel nor any hoarding on the site of the said premises.
- 1.22 In the event that the Tenant does not take up occupation of the Property at the commencement of the term of the Tenancy the Landlord may in its absolute discretion release the Tenant from his obligations under the terms of this agreement providing notice is given 4 weeks prior to the commencement of the term of the Tenancy and subject to the Tenant paying to the Landlord an administration fee of £500.00.
- 1.23 A fee of £25.00 will be charged in respect of each letter sent by the Landlord to the Tenant and/or the Guarantor relating to the late payment of Rent or breach of any of the Tenant's obligations contained in the Agreement.

Landlord's obligations

2. The Landlord agrees with the Tenant as follows:

- 2.1 To keep the exterior and structure of the premises in good repair and to keep in good repair and working order the installations for water gas electricity space heating water heating and sanitation. To ensure that all gas installations are checked annually by a CORGI registered plumber and to supply a copy of the gas safety record.
- 2.2 To insure and keep insured during the currency of the tenancy the premises against all risks normally covered in a standard house buildings insurance policy and to insure and keep insured his own contents where applicable.
- 2.3 To notify the Tenant in writing, by telephone or fax of the dates at which the premises will be inspected by the Landlord and or by his servants or agents and of the dates and times at which any necessary repairs or maintenance are to be carried out; such inspections repairs or maintenance to be carried out at reasonable times only except in circumstances of extreme emergency where immediate access is necessary.
- 2.4 The Landlord covenants to the Tenant that he is the sole owner of the leasehold or freehold interest in the property and that all consents necessary to enable him to enter into this agreement (whether from superior lessors, mortgagees or others) have been obtained.

Proviso for re-entry

3. If any instalment or any part of the rent is at least fourteen days in arrears (whether expressly demanded or not) or any other breach of this agreement by the Tenant or if Grounds 8, 10, 12, 13,14,15 or 17 of schedule 2 of the Housing Act 1988 as amended apply then the Landlord may re-enter and take possession of the premises (subject to any statutory restrictions) and this agreement shall then cease to have effect without prejudice to the Landlord's right to recover all rent then due and any damages for any prior breach of this agreement.
4. The Tenant is hereby notified under Section 48 of the Landlord and Tenant Act 1987 that notices (including notices in proceedings) and any other correspondence addressed to the Landlord must be served on the Landlord by the Tenant at Campus Lifestyle (Houses) Ltd, 108A Borough Road, Middlesbrough TS1 2HJ.
5. **This agreement is also subject to the following special conditions:**
 - 5.1 Any person paying rent if not the Tenant named in this agreement pays as agent of the Tenant.
 - 5.2 The rent is to be exclusive of water/gas, electric and sewerage rates.
 - 5.3 The Rent is exclusive of council tax which shall be the responsibility of the Tenant. If the Tenant is exempt from council tax it is the responsibility of the Tenant to obtain a council tax exemption certificate and to provide it to the Landlord. (Exemption Certificates for those who are entitled may be obtained from the university). If the Landlord is charged council tax as a result of the Tenants failure to provide a council tax exemption certificate the Landlord will be entitled to recover from the tenant by way of additional rent an amount equivalent to any council tax that it has been required to pay.
 - 5.4 No internal or external decorating of the premises is to be carried out by the Tenant and nothing affixed to the walls other than by proper picture hooks. No posters are to be affixed to the walls and the use of sellotape and blue tac are prohibited.
 - 5.7 The Tenant hereby covenants that he shall not keep any domestic pet at the premises or upon any part thereof save for such domestic pets as are specified in this agreement hereof and in respect of which permission has been expressly granted by the Landlord in such event to the Tenant accepting liability for all and any damage, soilage or dilapidation to the fixtures, effects, decor of or at the premises and subject to the cost of de-infestation being met by the Tenant and being charged against the deposit (if the same is sufficient) on vacation of the premises with the balance thereof, if any being paid by the Tenant on demand.

The specified domestic pets are:

NUMBER	DESCRIPTION
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Not applicable

- 5.8 A retention of fifty pounds will apply for any specified domestic pets to be held from the deposit on vacation by the Tenant for a period of three months to be used in the event of remedial works – de-infestation, deodorising etc.
- 5.9 The provision of a television licence and any other costs relating to any other receiving appliance are the responsibility of the Tenant.
- 5.10 To pay the Landlord the sum of £150.00 in respect of any contingent liability for dilapidations, loss, theft and any

other outstanding charges connected with the tenancy such deposit to be held by the Landlord's agents as stakeholder and to be returned to the Tenant as soon as practicable after the expiration or sooner determination of the tenancy without interest subject to there being no outstanding charges whatsoever due from the Tenant applicable to the period of the tenancy and the said deposit shall not be utilised by the Tenant in respect of or excuse any payment of rent becoming due under this agreement but shall if so required by the Landlord be applied in whole or in part after satisfaction of such contingent liability in or towards the payment of any rent due at the end of the tenancy. Administration charges of 10% of the capital cost of any work undertaken will be recoverable from the deposit subject to a minimum of £10 plus VAT.

- 5.10.1 The Deposit, £150.00 will be protected by the Deposit Protection Service (DPS) in accordance with the terms and conditions of the DPS. The terms and conditions and alternative dispute resolution rules governing the protection of the deposit including the repayment process can be found at www.depositprotection.com
- 5.11 Any items left in the property or the immediate vicinity of the property by the Tenants at the termination of the tenancy will be held for 28 days and if unclaimed will be deemed to be unwanted and disposed of. Any costs for storage or disposal will be deducted from the deposit.
- 5.12 In order to comply with the gas safety regulations the Tenant must ensure the ventilators in the property are not blocked. Any gas appliances that need attention should be reported to Campus Lifestyle (Houses) Ltd as soon as possible. Any callout that is outside normal working hours (9.00am to 5.00pm Monday to Friday) that is found not to be an emergency will be charged for at a rate of £35.00.
- 5.13 To keep the garden at the property in good order, the grass cut and the borders free from weeds and not to lop, cut down or remove or otherwise injure any tree shrub or plant growing upon the premises or alter the general character of the garden and throughout the tenancy cultivate the garden in a reasonable manner according to the season of the year. To remove any grass cuttings and garden debris from the premises.
- 5.14 In order to comply with the insurance requirements the hot water and central heating system must be in continuous operation to a minimum temperature of 55 F between 1st November to 1st April or when there may be a risk of frost otherwise any loss or damage will be the responsibility of the Tenant.
- 5.15 The tenant agrees to pay the Landlord's costs (including Legal, surveyors and agents fees) in respect of any breach of the Tenant's agreements contained in this tenancy.
- 5.16 The Tenant shall not leave the premises unoccupied or vacant for a period in excess of thirty consecutive days.
- 5.17 The Tenant is responsible for keeping all electric lights and smoke detectors (if any) in good working order and in particular to replace all batteries, fuses, bulbs and fluorescent tubes where necessary.
- 5.18 The Tenant shall ensure that all rooms comprised in the premises are kept properly ventilated and avoid causing condensation.
- 5.19 The Tenant should take all reasonable precautions to ensure the property is always secure and no external doors are left open or unlocked and not to loan or give keys to any persons not mentioned in this tenancy agreement.
- 5.20 The Tenants shall be jointly and severally responsible for all rents payable under this agreement and for all other obligations imposed by the agreement.

TENANT/S

Signed:

Date:

Print: Miss Donna Mannion

Date:

FOR AND ON BEHALF OF CAMPUS LIFESTYLE (HOUSES) LTD

Signed:

Date:

Print:

Date:

GUARANTEE

To: Campus Lifestyle (Houses) Ltd
Of: 108a Borough Road Middlesbrough TS1 2HJ ("the Landlord")

.....
.....
..... ("the Guarantor")

Re: ("the Tenant")

Address: 15 Aske Road 1, Middlesbrough, Cleveland, TS1 ("the Premises")
4ND

From	To	Total Rent
Start of Tenancy (12/09/2011)	09/10/2011	Single payment of £236.00
10/10/2011	09/01/2012	Single payment of £904.67
10/01/2012	09/04/2012	Single payment of £904.67
10/04/2012	End of Tenancy (26/08/2012)	Single payment of £904.66

Term: 11 months and 15 days starting on 12/09/2011 and ending on 26/08/2012

The Guarantor requests you to enter into the attached tenancy agreement ("the Agreement") which is expressed to be between yourselves and the Tenant relating to the letting of the Room at the Rent payable in accordance with the terms of the Agreement and in consideration of you so doing I hereby undertake and agree with you as follows:

- (1) That the Tenant shall pay the Rent on the days and in the manner set out in the Agreement and shall perform and observe all the obligations on the part of the Tenant contained in the Agreement; and
- (2) That in the case of default in the payment of the Rent or in the performance or observance of such obligations I shall pay and make good to the Landlord on demand all losses damages costs (including legal costs) and expenses thereby arising or incurred on an indemnity basis PROVIDED THAT any neglect or forbearance by the Landlord in endeavouring to obtain payment of the Rent when the same becomes payable or to enforce performance or observance of the several obligations on the Tenant's part therein contained, or any time to pay which may be given to the Tenant by the Landlord, shall not release or exonerate or in any way affect the liability of the Guarantor under this indemnity; and
- (3) That the provisions of this indemnity shall apply to any increased rental and/or to any continuation extension renewal or re-grant of the tenancy created by the Agreement whether by operation of law or agreement between the Landlord and the Tenant or otherwise as if this indemnity were incorporated in full in such continued extended renewed or re-granted tenancy (as the case may be) and for the avoidance of doubt the Guarantor hereby agrees with the Landlord that the Tenant shall pay the rent reserved by such continued extended renewed or re-granted tenancy (as the case may be) and shall perform and observe all the obligations on the part of the Tenant therein contained

Dated: 14/12/2011

N.B. THIS IS A LEGAL DOCUMENT. READ IT CAREFULLY BEFORE SIGNING AND DO NOT SIGN IT UNLESS YOU ARE WILLING TO BE BOUND BY ITS TERMS

Signature of Guarantor:

Signature of Witness:

Print Name:

Witness Address:

Witness Occupation:

BANK STANDING ORDER MANDATE - Donna Mannion

This is an instruction from the tenant to their bank to pay money to the Beneficiary detailed below. This form should be completed and signed by the tenant and returned to the agent. The agent or the landlord will post this to the tenant's bank.

To: (Please insert full bank address including POSTCODE)

BANK PLEASE READ
PLEASE AMEND ANY EXISTING INSTRUCTION FROM THE NEXT PAYMENT WITH THIS REFERENCE AND DATE RANGE TO THIS BENEFICIARY (PLEASE ENSURE THAT THERE IS ONLY ONE ACTIVE STANDING ORDER)

ACCOUNT TO BE DEBITED

SORT CODE:

ACCOUNT NUMBER:

ACCOUNT NAME: (Usually your name)

ROLL NO: (Building Societies ONLY)

BENEFICIARY DETAILS

BANK: Nat West Bank

BRANCH DETAILS: 225 High Street, Lincoln, LN2 1AZ

SORT CODE: 60-13-15

ACCOUNT NUMBER: 43971245

ACCOUNT NAME:

Campus lifestyle Ltd

REFERENCE:

Donna Mannion 15 Aske Road 1

Bank - please reference each STO with the house reference

PAYMENT DETAILS

- Single payment of £236.00 due 12/09/2011
 - Single payment of £904.67 due 10/10/2011
 - Single payment of £904.67 due 10/01/2012
 - Single payment of £904.66 due 10/04/2012
-

CUSTOMER
SIGNATURE:

X

Date:

CUSTOMER CONTACT TELEPHONE NUMBER(S): ,

CUSTOMER ADDRESS: