



Contract Checklist

Getting your contract checked is not only about asking an adviser 'is it a good contract?' it is important you know what to look for and understand your rights and responsibilities before signing an agreement, paying rent or picking up the keys (the last two could be used to suggest you have formed a contract before you have signed any document).

This checklist will help you identify key elements in your housing contract. If you would like an adviser to help you check your contract please read the whole contract first. Highlight whether your contract contains following information before you come for an adviser appointment.

Does your contract contain the following?

The Basics

- Information about the type of accommodation contract (Assured Shorthold Tenancy or Licence. You can use [Shelter's Tenancy Checker Tool](#) to find out what contract it is.
- The name and address of your landlord or their representative (must be a mainland UK address)
- Your own name (and that of your housemates where applicable)
- Names of all students on the contract (see Joint & Several Liability information in our Contracts guide section) or individual contract (just your name)
- The length of the contract (when does it start and finish)
- Rent amount and how often you will be paying? (Weekly, monthly or 1 off payment)

Further Costs & Deposits

- Information about extra fees & charges whilst you live in the house should you break the contract (for example late rent fee, early release or lost keys fee)
- Deposit amount and information about deposit protection (see our guide to Deposits)
- Utilities/Bills (gas, water, electricity responsibility and Council Tax - full time students do not pay Council Tax!)
- Rent review clause (can the landlord increase the rent for new tenancy next year? Is there a 'renewal' fee?)



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Landlord Responsibilities

- Landlord repair responsibilities (what will your landlord repair? What do you have to do to report disrepair?)
- Landlord access (in Assured Shorthold Tenancies the landlord has to give you 24hrs' notice before coming to the house.)
- Tenant responsibilities (what do you have to do in the house, for example cleaning and keeping the garden tidy?)

Leaving

- A "break clause" (is there any information in the contract about moving out/being released before the end of the contract?)
- Assignment of tenancy (can you assign the contract to someone else? What do you have to do? Are there any fees for securing a replacement tenant?)
- Subletting (are you allowed to sublet it to another tenant?)

Shared Accommodation Contracts

If your contract is for 3 people or more (unrelated), it is advisable that you check if the property is HMO licensed. You can do this online, by going to Southampton City Council website: <http://www.southampton.gov.uk/housing/landlords/houses-multiple-occupation/> or by emailing: hmo@southampton.gov.uk

Further Guidance

For further guidance on contracts, contact the Advice Centre.

- 02380 592 085
- advice@susu.org

You can also visit us in Building 40, Highfield campus. Our opening hours are Monday–Friday 09.00–17.00.

Disclaimer: While care has been taken to ensure that information contained in the Advice Centre publications is true and correct at the time of writing, changes in circumstances after the time of publication may impact on the accuracy of this information. The Advice Centre and SUSU cannot accept responsibility for any actions taken as a result of advice given in this publication.
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