



CONTRACT CHECK LIST

The following checklist will help you identify some of the key information in your contract. Please complete it and write down any other questions you have about your contract or points you do not understand.

- Information about what type of accommodation contract you have (Assured Shorthold Tenancy/ Licence?); If you don't know, check this website:
https://england.shelter.org.uk/housing_advice/downloads_and_tools/tenancy_rights_checker
- Your Landlord's name & his/her address;
- Your own name and names of all other students in the case of a joint contract (see Joint & Several Liability information below);
- The address of the property you'll be renting;
- The length of the contract (when does it start and finish?);
- Rent amount and how often you will be paying? (monthly or 1 off payment?);
- Security deposit amount (it must not exceed the equivalent of 5 weeks' rent) and the scheme in which it will be protected (TDS, DPS or MyDeposits);
- Holding deposit amount (check the amount as it can only be a maximum of one week's rent) and in what circumstances it will be refunded;
- Information about other fees or charges (for example late rent fee, or lost keys fee?) Please refer [here](#) to our Tenant Fees guide on which fees are allowed;
- Landlord's repair responsibilities (what will your Landlord repair? What do you have to do to report disrepair?);
- Landlord's access to the house (Landlord **MUST** give you 24hrs (1 day) notice before coming to the house if you have a tenancy agreement);
- Your responsibilities as a tenant (what do you have to do in the house, for example cleaning and keeping garden mowed?);
- A "break clause" (is there any information in the contract about being able to move out early if you fall out with your housemates?);
- Assignment of tenancy (can you assign the contract to someone else? Can you sublet/allow someone else to live with you? Remember: For any swaps of tenants the Landlords/Agents can charge you £50);
- Other costs when renting – bills for gas, water, electricity, internet etc. (are they included in the rent or do you have to pay them separately?).



Support Advice Centre

- If you are going to be sharing the house with others, check if the property requires an HMO licence. You can check online at <http://www.southampton.gov.uk/housing/landlords/houses-multiple-occupation/> or email hmo@southampton.gov.uk. Please note, the City Council may experience delays in updating the public register list of HMO properties. If you can't find the house on the list, email: hmo@southampton.gov.uk.

Document checklist

Your landlord should provide you with the following documents (for Assured Shorthold tenancies):

- Your contract
- Energy Performance Certificate
- Gas Safety Certificate (check carried out every 12 months)
- Electrical safety check (check carried out every 5 years)
- Deposit protection information
- How to Rent guide (UK government information about renting)

Disclaimer/Date Published/Date for Review

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