

# Contract check list

## How This Guide helps

The following guide provides you with basic information and advice on how to check your contract. If you would like additional support, you can contact us using the details below.

## Contact Details



023 8059 2085



[advice@susu.org](mailto:advice@susu.org)



The Advice Centre - SUSU



[susu.org/support](https://susu.org/support)

## Wellbeing

It is important to recognise that it is normal and natural to feel some anxiety when you are following a formal process and that the University has support in place to help you with your wellbeing. You can contact the Universities Wellbeing Team on [studenthub@soton.ac.uk](mailto:studenthub@soton.ac.uk) or by calling **023 80 599 599**. They are available **24 hours a day, 7 days a week**.

## Important advice:

It is likely that you will be locked in for the duration of the tenancy agreement which means you will be responsible for rental payments and general maintenance of the property. Be sure that you are satisfied that your contract is fair, and the conditions are reasonable.

If you have any questions regarding this, please seek support before signing your tenancy agreement and don't allow yourself to be rushed by agencies or landlords into signing something which may ultimately be detrimental for you.

## Does your contract have the following information?

- Information about what type of accommodation contract you will have (Assured Shorthold Tenancy, Licence, or other); Check the 'Tenancy Rights Checker' on the Shelter website here for more information about rights under each type of the agreement
- Your Landlord's name & their address for correspondence
- Your own name and, in case of joint contracts, names of all other students
- 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?)
- Landlord's repair responsibilities (what will your Landlord repair, and how to report issues?)
- Landlord's access to the house and how much notice they must give you
- Your responsibilities as a tenant (what do you have to do in the house, for example cleaning and keeping garden tidy?)
- A "break clause" (is there any information in the contract about being able to move out early and how much notice is required?)
- Assignment of tenancy (can you assign the contract to someone else? Can you sublet/allow someone else to live with you?)
- 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?)

If you are going to be sharing the house with others, check if the property requires a HMO (Houses in Multiple Occupation) license. You will find more information about HMOs on the Southampton City Council website here. If you are not sure if your house should have a license, you can contact the HMO Licensing Team via email at [hmo@southampton.gov.uk](mailto:hmo@southampton.gov.uk)

Please note: Housing rules and regulations may change once the Renters' Reform is implemented.

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*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.*

*Reviewed 13/08/25. Next Review 09/26*

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