



Midland House
Notte Street
Plymouth
PL1 2EJ

Telephone: 01752 305955
Fax: 01752 306765

Email: RSS@plymouthpath.org
www.plymouthpath.org

Date Issued: Valid Until:

Dear "Tenant"

Plymouth Renting Support Service

This letter is to confirm that Path has agreed to assist you through the above scheme to help you secure a new home in the private rented sector.

If your chosen property meets an affordable rent against the Local Housing Allowance, we will guarantee a deposit at up to one month's rent for a period of up to 12 months.

You will need to look for accommodation that falls within the local housing allowance. Once you have found an affordable property you need to view it and determine whether the landlord will require a months' rent in advance/administration fee as well as a deposit. If so, you will need to find these costs through your own means or apply for it via a crisis loan, budgeting loan or community care grant where applicable.

Once this information has been established please contact your Renting Support Service worker to confirm the details of the Landlord, Property and amounts required to secure the tenancy. This is so we can ensure it is an affordable property and to arrange a move in date where you the Landlord and a representative from the Renting Support Service can attend.

We will review you circumstances on a regular basis during the tenancy and can offer advice and assistance should problems occur.

You can show this letter to prospective landlords as evidence of support, and they are welcome to call us on 01752 305955.

Before signing any tenancy agreement or moving into a property your prospective landlord **MUST** contact us to confirm we have agreed to help you. If we do not have confirmation of an affordable tenancy, we will close your case without any further assistance. **Do not sign a tenancy agreement unless you have confirmed the details with Path before you move in.**

Yours sincerely

The Renting Support Service



Plymouth Renting Support Service

Information for Landlords

Path
Supporting people in housing need

Teignbridge

TWELVE MONTH DEPOSIT GUARANTEE AGREEMENT

VALID FROM: / / TO: / /

DEPOSIT AGREEMENT VALUE	£		RENT IN ADVANCE VALUE	£	
RESOURCE					

Current Details		Future Dates	
Address	Start Date	Address	End Date

Rate set by landlord agent (basic calendar month) £ / p or month

The Deposit Guarantee: Is the promise made by PATH to pay the landlord/agent under the following conditions:
The amount is no more than one month's rent.
A sum up to this amount can be claimed from PATH at the end of the tenancy when the tenant leaves and does (delete below as necessary)
A) rent arrears for this property
B) unexplained loss or damage to the property or contents of which the tenant had sole occupancy and responsibility during the tenancy (i.e. not communal areas in shared accommodation).

The Deposit Guarantee is valid for up to twelve months from the date it is issued. If the tenancy ends within twelve months a landlord or agent can make a claim against the Deposit Guarantee, providing it is within 21 days from the date the tenant leaves. If the agreement reaches the end date at twelve months and the tenant's tenants are still living at the property and there are rent arrears, Path may accept a claim at this stage.

This Deposit Guarantee is only valid for this address

Deposit Guarantee Depreciation Policy

As clear as we can about how we will treat claims against the Deposit Guarantee. It is by negotiation and communication we will be able to resolve any dispute that cannot be resolved in this way we will use the services of the Association of Residential Letting Agents. If you are not happy with our decision you can write a letter to the Director (and, if necessary, appeal to our board of trustees) asking them to re-consider their decision.

It has been defined in part through the legal process. A tenant is responsible at the end of a tenancy for changes to a property's condition, which are called "reasonable use of the premises by the tenant and the passage of time." The following items will be taken into account:
- The condition of the supplied item at the start of the tenancy
- The condition at the end of the tenancy
- Any extraordinary circumstances

It is important to realise that the Law does not allow for betterment. This means that a landlord can not expect to have old replaced with new at a tenant's expense. A fair wear and tear allowance must be considered.

A tenant has a duty of care to return the property at the end of a tenancy in the same condition, fair wear & tear excepted, as that recorded on the inventory at the start of their tenancy. On this basis it is important for a full inventory to be carried out. Where appropriate, Path can carry out an inventory to help with the assessing of claims at the end of a tenancy.

Decorations have an expected life expectancy. However, there may be circumstances where excessive wear and tear requires a tenant to pay compensation or charges to make good e.g. numerous nail or picture pin holes, torn wallpaper, stains, and gouges in walls/woodwork etc.

Claim Form

	Amount	£
TAILS OF CLAIM – please complete in full		
RENT ARREARS PLEASE ENCLOSE A COPY OF THE RENT ACCOUNT		
Amount of claim for damage/loss (please enclose estimates/receipts)		
DECLARATION I understand that this claim will be investigated by Path (Plymouth Access to Housing) before a payment is made. I agree to co-operate with Path in any investigations connected with this claim.		
SIGNED: Landlord/agent		Date:

Return to: DG Team, Midland House, Notte Street, Plymouth, PL1 2EJ
Phone: 01752 305955

Information for Landlords

Guidance notes - before making a claim

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Path: Renting Support Service

1st Floor
Midland House
Notte Street
Plymouth
Devon
PL1 2EJ
01752 305955

Path Charity Number: 1097772
Company Number: 4478819

- Contact the Renting Support Service on 01752 305955 to advise of the date the tenancy is due to end.
- If making a claim for damage we will need to come and inspect the property to complete a damage report, please contact Path to book an appointment. At the inspection we will compare the inventory and digital photos to the current condition. We will then write a report in order to assess the claim.
- Landlord/Agent will then need to submit a claim form within 21 days of the tenancy ending or the date you were aware the tenant has left. We cannot accept a claim after this period.
- If making a claim for rent arrears you will need to enclose a copy of the rent account showing all debits and credits from the tenancy start to end date.
- When Path has received everything they need to assess the claim we will make a decision within 14 days. Payment will then be sent to Landlord/Agent via cheque.

We want to be as clear as we can about how we will treat claims against deposit guarantees. In all cases we hope that by negotiation and communication we will be able to resolve all claims fairly. However if this is not the case we have a Path Deposit Guarantee Depreciation Policy.

If you would like to receive a copy of this please contact the Renting Support Service on 01752 305955.

Deposit Guarantee Claim Form (Page 1)

Landlord/Lady Name			
Address			
Tenant's name			
Tenants Address			
DG Number			
DETAILS OF CLAIM – please complete in full			
Amount of claim for rent arrears			£
IF CLAIMING FOR RENT ARREARS PLEASE ENCLOSE A COPY OF THE RENT ACCOUNT			
Date Tenant left			
Reason for claim for damage/loss			
Amount of claim for damage/loss (please enclose estimates/receipts)			£
DECLARATION: I understand that this claim will be investigated by Path (Plymouth Access to Housing) before a payment is made. I agree to co-operate with Path in any investigations connected with this claim.			
SIGNED: Landlord/lady		Date:	

Return To: Path's Renting Support Service, Midland House, Notte Street, Plymouth, PL1 2EJ: 01752 305955

Introduction Path's Renting Support Service

Path has been helping people to access privately rented accommodation since 1995. The service has changed over the years, and this information booklet provides information about the current services.

The Renting Support Service aims to offer a range of support to both Landlords/ Agents and homeless households in order to create successful tenancies in the Private Rented Sector.

Assessing Prospective Tenants

When we receive a referral for someone who is facing homelessness and needs help to access rented accommodation the first thing we will do, is offer them an appointment. During this appointment we will:

- ◆ Complete a 1 hour assessment looking into their housing history and any support needs they may have
- ◆ Offer advice around options in the private rented sector
- ◆ Offer assistance to apply for loans and grants to raise deposits, rent in advance and fees
- ◆ Decide whether we can offer a Deposit Guarantee for those who cannot afford a deposit
- ◆ Help to identify landlords and letting agents with available properties
- ◆ Referrals into other support and advice agencies

Offering the Service

When we have assessed a tenant we will make a decision about what level of service we can offer:

- ◆ 12 months Renting Support (Pg. 5); or
- ◆ A 12 month Deposit Guarantee (Pg. 6) followed by 12 months Renting Support
- ◆ Declined for assistance

We will confirm in writing with the tenant what assistance we have offered. This offer of assistance will be valid for up to three months. It will be up to the tenant whether they choose to accept a service from us.

Please page 20 for an example of our service confirmation letters.

Tenants Eligibility

For Path to be able to consider a client for support the client must fulfil all of the following:

- ◆ Be homeless or facing homelessness
- ◆ Not have enough money to access accommodation without support
- ◆ Be on a low income or in receipt of benefits
- ◆ Not owe Path money (for example from previously claimed Deposit Guarantees)

If you are unsure whether a prospective tenant has been accepted for help under this scheme please phone our office for confirmation.

Any client who does not provide the following, will not be helped:

- Proof of ID
- Proof of benefits
- Housing history (past five years)

All eligible tenants are issued with a letter to confirm what level of assistance we have offered.

Landlords/Agents Eligibility

We are looking for properties with Landlords and Letting Agents who:

- ◆ Are happy to accept tenants in receipt of Local Housing Allowance, and for the initial period of the tenancy, have payments made direct to you.
- ◆ Have properties which meet all legal requirements, including having Gas Safe, Energy Performance and Electrical Safety Certificates.
- ◆ Properties must also be free from hazards
- ◆ We need properties which are rented at affordable levels; ideally properties which are at or below the LHA rate for the area
- ◆ Not have a conviction for harassment or illegal eviction
- ◆ Are not resident in the property or providing B&B accommodation

Landlord/Agent Obligations

1	Claims against the DG must be made within 21 days from the end of the tenancy, with any supporting evidence received within a further 21 days . A claim will not be accepted if the evidence is not received within this period.
2	The landlord should inform Path when the tenancy has ended. No claim for theft or damage can be accepted unless it has been reported to Path and an inspection made.
3	To provide an assured shorthold tenancy and to provide the tenant and Path with a copy.
4	Agree to keep an accurate record of rent received, both direct payments of housing benefit and any paid by the tenant. If you cannot evidence this we will not accept a claim.
5	To let Path know as soon as possible any problems that may arise during the tenancy.
6	To ensure the tenant understands the payments for rent due under the terms of the tenancy.
7	The Deposit Guarantee is not transferrable unless agreed by Path.

Tenant Obligations

1	To abide by the tenancy agreement.
2	To agree that the rent is the tenants sole responsibility not that of Plymouth City Council or Path.
3	The Deposit Guarantee can only be claimed by landlord/agent, not the tenant.
4	Any loss or damage is the responsibility of the tenant. Path has no further liability for any damage over the value of the Deposit Guarantee and may take action to recoup any loss from the client.
5	To let Path know if you plan on moving out or if a notice is served to evict you.
6	To agree to respond to Path for the reviews of your circumstances.
7	To understand that Path has not made any assessments about the suitability of the property.
8	To understand that the Path deposit is only valid for up to twelve months and that you will need to put your own deposit in place during / after this agreement has ended.

Joint Responsibilities / Agreements

1	To allow Path staff to access the property at the start and end of the tenancy to complete an inventory or to investigate a claim against the Deposit Guarantee.
2	The Deposit Guarantee cannot be claimed against for gas, electricity, water or council tax debt which are the responsibility of the tenant and landlord/agent.
3	Any debts incurred during the tenancy should be charged to the tenant as applicable and a claim made against the deposit only when the tenant fails to cover these costs.
4	The amount of the Deposit Guarantee is the maximum liability which Path may have for any damage.
5	To refer any dispute concerning the Deposit Guarantee through an appeals panel consisting of members from our board of trustees.

Landlord/Agent		Date	
Tenant 1		Date	
Tenant 2		Date	
Path		Date	

Path's renting Support Service: Midland House, Notte Street, Plymouth, PL1 1PY

**TWELVE MONTH
DEPOSIT GUARANTEE AGREEMENT**

VALID FROM: / / TO: / /

DEPOSIT AGREEMENT VALUE	£	RENT IN ADVANCE VALUE	£
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RIA SOURCE	
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Landlord Details		Tenant Details	
Name		Name	
Address		Address	
Postcode		Postcode	
Phone		Phone	

Rent set by landlord/agent (week, calendar month): £ per month

The Deposit Guarantee: Is the promise made by PATH to pay the landlord/agent under the following conditions.

The amount is no more than one months rent.

A sum up to this amount can be claimed from PATH at the end of the tenancy when the tenant leaves and owes:

Uninsured loss or damage to the property or contents of which the tenant had sole occupancy and responsibility during the tenancy (I.E not communal areas in shared accommodation).

The Deposit Guarantee is valid for up to twelve months from the date it is issued. If the tenancy ends within twelve months a landlord or agent can make a claim against the Deposit Guarantee, providing it is within 21 days from the date the tenant leaves. If the agreement reaches the end date at twelve months and the tenant / tenants are still living at the property and there are rent arrears. Path will accept a claim at this stage.

This Deposit Guarantee is only valid for this address

What is Renting Support?

Renting Support is aimed at helping tenants to be in a position where they can access accommodation in the Private Rented Sector.

This might mean by helping them to:

- ◆ raise money to pay deposits and rent in advance,
- ◆ helping them to identify landlords and agents with available properties
- ◆ Helping them complete forms
- ◆ Providing advice around what properties might be suitable and affordable for them
- ◆ Give guidance on tenancies and tenants legal obligations

In order to help our clients access Private Rented Accommodation we also provide a range of services which are aimed at supporting landlords to house people on low incomes.

- ◆ Property Inspections
- ◆ Checking certificates are in place
- ◆ Referral of tenants ready to live independently
- ◆ HB forms, completion and monitoring
- ◆ Request Local Housing Allowance LL Direct Payments
- ◆ Floating Support referrals
- ◆ Problem Solving
- ◆ Tenancy Checks
- ◆ Move-Out support

This service is a free service.

Deposit Guarantees

What is a Deposit Guarantee?

A deposit guarantee (DG) is a written agreement between Path and the landlord of a property, valid for up to 12 months. Path will guarantee to pay up to the agreed value (usually one month's rent) in the event of damage. The aim is to give a tenant 12 months in order to save money for a deposit of their own.

Making a claim under the scheme

You can only claim against the DG when the tenant has left the property. It is your responsibility to inform Path when your tenant has left the property.

If you intend to claim against the deposit guarantee you must notify Path within 21 days from the end of the tenancy.

Depreciation

Any payments to Landlords and Agent will take into account wear and tear, the age of any items and how long the tenant has been a resident. *The full depreciation policy can be found on page 12.*

What is not covered by the scheme?

Path will not cover the costs that have incurred as a result of your tenant not paying gas, electricity, telephone, water rates or council tax. You will not have to incur these costs if you inform the companies in writing that you are no longer responsible for these accounts.

We will also not be able to pay a claim when damage has been done to a communal or shared area of a house unless proof can be ascertained that the tenant covered by the DG caused the damage.

Electrical Safety	
As a landlord you must ensure that any electrical equipment is safe for your tenant. Although there is no statutory requirement for you to have annual safety checks (like there is with gas) it is still advisable to have periodic checks done by a qualified electrician.	
When were the electrics last checked?	
Fire Safety	
There are no specific fire regulations unless your property is a House of Multiple Occupation (HMO). There are regulations which apply to furniture, furnishings and fire alarms. As a minimum landlords should remove any potential dangerous appliances and fit smoke alarms.	
What fire safety measures are in place?	

If the property is mortgaged, has the mortgage lender given permission for the property to be let?	
What kind of insurance do you have to cover the property?	
What does this cover?	
How much is the excess for this policy?	

Landlord / Agent Sign Here	
I am considering granting a tenancy of the above dwelling and give my consent for an inventory to be carried out by Path at the start of the tenancy.	
Signature	Date

Prospective Tenant declaration	
I am considering renting the property described above and I intend to apply for Local Housing Allowance	
Signature	Date

Please complete this form and return to: (name of caseworker)

Midland House, Notte Street, Plymouth, PL1 2EJ

Proposed Tenancy Form(Pg1)

To be completed by tenant & landlord/agent



Tenant Surname:
Tenant Forename:
Current Address:
Number:

Landlord/Agent Details
Name:
Address:
Postcode:
Phone:

Address of property you want to rent
Postcode:

What sort of tenancy will it be?
How long will the tenancy last?
How much is the rent? Is this per week/month?
Are any bills included? Please state which

Type of Property (please tick)			
<input type="checkbox"/>	House	<input type="checkbox"/>	Room in house
<input type="checkbox"/>	Flat in a block	<input type="checkbox"/>	Maisonette
<input type="checkbox"/>	Flat in a house	<input type="checkbox"/>	Bedsit
<input type="checkbox"/>	Flat over a shop	<input type="checkbox"/>	Bungalow

Property Standards Tick box (photocopy attached)	
Attached valid Gas Safe Certificate	<input type="checkbox"/>
Attached Valid HMO License	<input type="checkbox"/>
Valid Energy Performance Certificate	<input type="checkbox"/>
Or EPC Ref Number	

On which floor is the accommodation?					
<input type="checkbox"/>	All Floors	<input type="checkbox"/>	Basement	<input type="checkbox"/>	Ground
<input type="checkbox"/>	First	<input type="checkbox"/>	Second	<input type="checkbox"/>	Third

How many of the following rooms are available in the property? Your answers should be a number			
	Rooms in property	Rooms you have sole use of	Number shared with tenants/landlord
Living Rooms			
Bedrooms			
Bed-Sitting Rooms			
Kitchens			
Bathrooms			
Toilets			
Other Rooms			
Total Number			

The Property

Is the property suitable?

Path will want to make sure that the property is suitable and that the rent is affordable. To help us establish this, a tenant and landlord will need to complete a **Proposed Tenancy Form**. This form will tell us essential details about the property including the rent level, and checking that it meets basic standards.

Will Path manage the property?

No. Path will administer the Renting Support Service only. You will still be responsible for collecting rent and managing the property.

Condition of the property

Your property must be fit to live in and risk free. There must not be any problems with damp or serious disrepair and it must be safe.

The property must have:

- ◆ A valid Gas Safe certificate that is renewable yearly
- ◆ A valid Energy Performance Certificate
- ◆ A HMO License for licensable HMO's
- ◆ Ideally have had a NICEIC electric safety test in the last 5 years
- ◆ Have had a Fire Risk assessment, and relevant fire safety measures installed

What rules are there about heating the property?

The rules around heating a property have changed with the introduction of the Housing Health and Safety Rating system.

The property must have heating which can be controlled by the tenant, and they must be able to heat the whole property adequately.

For more advice around property standards please see:
http://www.plymouth.gov.uk/landlords_advice_standards.pdf

Inventory/Digital Photographic Record

When the tenant moves in we will take digital photos as a photographic record of the condition of the property. We will also take specific photos of any signs both of damage or disrepair that is visible at the tenancy start.

When the tenant leaves the property you would need to let Path know. We may need to inspect the property before we would be able to consider any claim against the Deposit Guarantee for damage or loss.

If any improvements are made to the property during the tenancy you should update the inventory and make Path aware of the changes. You should also do this if you take anything out of the property.

Will I get any support during the tenancy?

If you experience any problems during the tenancy you can contact Path staff who will endeavour to help if we can. They can:

- ◆ Contact Housing Benefit
- ◆ Follow up with tenants re Housing Benefit issues
- ◆ Refer tenants for tenancy support where appropriate
- ◆ Do on-spec visits to clients where necessary

What Next

If you are interested in housing clients through this scheme, and would like some potential tenants referred to you, you can contact Path's Renting Support Service on 017520305955

When a suitable client has been interviewed by the Renting Support Service we will signpost them to any available properties.

You will need to interview the client to ensure that they are suitable for your property, and to discuss any other arrangements.

Decorations have an accepted life expectancy. However, there may be circumstances where **excessive** wear and tear requires a tenant to pay compensation or charges to make good e.g. numerous nail or picture pin holes, torn wallpaper, stains, and gouges in walls/woodwork etc.

Expected life-span of an item when new:

Carpet	10 years
Furniture	10 years
Washing Machine	8 years
Cooker	8 years
Refrigerator/freezer	8 years

Depreciation

Depreciation of an item will increase as a percentage over an item's life span. For example a cooker costing £500 would decrease at 12.5% over 8 years at £62.50 a year. After six months the expected cost to replace would be £468.75, after 5 years £187.50.

So we will want to know when an item was bought, and how much it would cost to replace.

For example a washing machine can be bought new at about £350 or second hand at about £50.

Minor damage to an item - for example a stain on a carpet would perhaps be charged at £15- £35 e.g. the cost of a 'spot' clean or the tenant's contribution to clean the whole item. A chip on a work surface again may be charged at around £30. If the landlord chooses to replace as new, the deposit cannot be used to cover the full cost, only a portion of that.

Decoration

Painted and wallpapered surfaces over time will show signs of wear and tear. As stated, excessive nail holes may be above what would be considered wear and tear. Where there is a dispute over the 'excessiveness' of scuff marks or general soiling of the walls, Path will agree to pay out on a share of the redecoration allowing for fair wear and tear.

Path Depreciation Policy (Pg1)

We want to be as clear as we can about how we will treat claims against deposit guarantees.

In all cases we hope that by negotiation and communication we will be able to resolve all claims fairly without using this policy.

Where there is a dispute that cannot be resolved in this way we will use the following guidelines to assess a claim. We have taken information from the policy supplied by the Association of Residential Letting Agents.

If you disagree with our decision you can write a letter to the Director (and, if not then, by further appeal to our board of trustees) asking them to re-consider the claim.

Wear and Tear

Fair wear & tear has been defined in part through the legal process. A tenant cannot be held responsible at the end of a tenancy for changes to a property's condition caused by what the House of Lords has called "reasonable use of the premises by the tenant and the ordinary operation of natural forces (i.e. the passage of time)."

Fair Wear & Tear must take into account:

- The quality and age of the supplied item
- The condition at the start of the tenancy
- The condition at the end of the tenancy
- Any extenuating circumstances

It is important to realise that the Law does not allow for betterment. This means that a landlord can not expect to have old replaced with new at a tenant's expense. A fair wear and tear allowance **must** be considered.

A tenant has a duty of care to return the property at the end of a tenancy in the same condition, fair wear & tear excepted, as that recorded on the inventory at the start of their tenancy. On this basis it is important for a full inventory to be carried out. Where appropriate, Path can carry out an inventory to help with the assessing of claims at the end of a tenancy.

Local Housing Allowance & Housing Benefit

Local Housing Allowance was introduced in April 2007 and is the new way in which Housing Benefit claims are assessed for privately rented properties.

The majority of tenants coming through the Renting Support Scheme will be claiming Local Housing Allowance in order to pay their rent.

The Local Housing Allowance Rates are published every month so you can see in advance the amount of benefit that a tenant **could*** get towards paying the rent on your property.

Rates

To work out which rate a prospective tenant may get you can use the following criteria. Each of the following are allowed one bedroom:

- ♦ An adult over 16
- ♦ A couple
- ♦ A child under 16
- ♦ Any two children of the same sex under 16
- ♦ Any two children under 10

The Shared Room Rate applies to any person living in shared accommodation, or bedsits with shared facilities. The Shared Room Rate is the maximum a tenant under 25 can claim.

Landlord Direct Payments

Any tenant being housed through the Renting Support Service will be able to have the first 6 months benefit paid direct to landlord as the tenant will be considered vulnerable as a result of homelessness.

Payments in Arrears

As with Housing Benefit payments, LHA is paid 4 weekly in arrears to landlords and 2 weekly in arrears to tenants.

** The LHA rate is the maximum amount a tenant may get towards their rent. They may get lower than this figure if they are working part time, have any overpayments from a previous address, are on a higher income, have any non-dependants living with them.*

Rent in Advance

As part of this service we help tenants to raise money so that they can pay the 1 months rent in advance that is usually expected when a tenancy starts.

This can sometimes be difficult for a tenant on Housing Benefit/Local Housing Allowance, as payments are made in arrears.

We feel though that it is extremely important for the success of a tenancy that a payment of advance rent is paid.

Paying rent in advance protects both the tenant and landlord, should there be Any problems during the tenancy with the housing benefit claim.

If for example someone was in receipt of full housing benefit

Example Rent Account					
Rent Due Date	Rent Value	Paid Value	Paid Date	Paid by	+/-
1st January	£400	£400	1st January	Tenant	0
1st February	£400	£369	29th January	HB	-£31
1st March	£400	£369	26th February	HB	-£62
1st April	£400	£369	26th March	HB	-£93
1st May	£400	£369	23rd April	HB	-£124
1st June	£400	£369	21st May	HB	-£155
		£369	18th June	HB	+£214
Tenancy End 30th June	£186		After June 18th	HB	+£400

The HB Payments

- 29th Jan - covers the period from 1st Jan to 29th Jan (4 weeks)
- 26th Feb - covers the period from 29th Jan to 26th Feb (4 weeks)
- 26th Mar - covers the period from 26th Feb to 26th Mar (4 weeks)
- 23rd Apr - covers the period from 26th Mar to 23rd April (4 weeks)
- 21st May - covers the period from 23rd April to 21st May (4 weeks)
- 18th Jun - covers the period from 21st May to 18th Jun (4 weeks)
- Last payment will be from 18th June until tenancy end date

Tenant/s: _____

Property Address: _____

Client ID: _____

In confirm that on moving into the above tenancy I paid £ 500 rent in advance, in order to secure the property.

I / We confirm that when I/we leave the above tenancy and the rent account for the property is in credit; I agree that the credit can be used to offset any costs for damages/ rent in lieu of notice or other associated costs that are a result of my / our own actions.

If there are no damages or loss to the landlord or agent during this tenancy, if the rent account is in credit then this amount should be refunded to me.

Signed Tenant 1: Dated:

Print Name:

Signed Tenant 2: Dated:

Print Name:

Signed Landlord / Agent: Dated:

Print Name: