

Tenancy Agreements

You should draw up a tenancy agreement as soon as students agree to live in your property.

The most common forms of tenancy agreement are the Assured Tenancy and Assured Shorthold Tenancy. Copies of Assured Shorthold agreements are available from Her Majesty's Stationery Office outlets. Alternatively, you may choose to seek legal advice when drawing up a tenancy agreement.

Under the 1996 Housing Act, all new lettings in the private sector are now automatically Assured Shorthold Tenancies, unless the tenancy agreement or separate notice specifically states it is an Assured Tenancy.

After you and the students have signed the agreement, the students should receive a copy for their records. If any repairs or additional furnishings are needed in the property, a clear written specification of such work, together with a completion date, should be given to the students.

Once the contract is signed the rent charged should be no more than the figure originally quoted on your advert, with landlords and tenants negotiating to achieve the best method of rent payment (i.e. termly, quarterly or monthly).

Receipts should be provided whenever money changes hands. Once your property has been let you can either remove it yourself from the website or let us know immediately so we can remove it for you.

Contracts can be a complicated issue and you may need further advice.

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<http://www.worcester.ac.uk/your-home/tenancy-agreements.html>