



Let Only with Rent Collection Assured Shorthold Tenancy Agreement

The Cottage, 73 Park Lane, Old Knebworth, Knebworth, Hertfordshire, SG3 6PP

Number of Tenants: 1

Initial Fixed Term: 12 Months

Start Date: 21st of June 2024

Tenant Break Clause: Available from 20th of October 2024

Landlord Break Clause: Available from 20th of October 2024

Rent: £[REDACTED] per month

Deposit: £[REDACTED]

Tenant Utilities: council tax, broadband, the line rental of the telephone and TV licence

Landlord Utilities: water and electricity



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TENANCY AGREEMENT

This Agreement contains the terms, conditions and obligations of the Tenancy and the things which the Landlord and the Tenant agree to do or not to do during the Tenancy.

Once signed and dated, this Agreement will be legally binding and may be enforced by a Court. You should read it carefully. If either party is in any doubt as to the content or effect of this Agreement, we recommend that you seek independent legal advice before signing.

Date: The date of execution set out in the audit trail to this document.

The Landlord(s): Gary Withers of 73 Park Lane, Old Knebworth, Knebworth, SG3 6PP

Hilary Withers of 73 Park Lane, Old Knebworth, Knebworth, SG3 6PP

The Tenant(s): Sian Knapp of The Cottage, Cuckoo Hall 73 Park Lane, Knebworth, SG3 6PP
+447874996154, sianjeknapp@icloud.com

The Landlord and the Tenant agree to the letting of the Property for the Term at the Rent and under the conditions outlined in this Agreement.

The Guarantor(s): Karl Fishwick of 23 Appleyard Drive, Barton-Upon-Humber, DN18 5TD

The Property: The Cottage, 73 Park Lane, Old Knebworth, Knebworth, Hertfordshire, SG3 6PP

Excluding/Including: *If applicable please see additional clause(s) for more details*

The Initial Fixed Term: The Tenancy shall be for a period of 12 Months to start on and include the 21st June 2024 and to end on and include 20th June 2025 but subject to break clause in Special Tenancy Conditions, and thereafter monthly.

The Rent: £[REDACTED] per month.

The first month's rent in the sum of £[REDACTED] shall be payable in advance on or before the 21st June 2024. Thereafter rent will be payable in advance at a rate of £[REDACTED] per month.

Full details can be found in the Payment Schedule attached to this document.

Should the Tenancy continue or renew, rent will be due in advance from 21st June 2025 at the same recurring frequency, unless otherwise agreed with both parties.

Unless otherwise stated all rental payments should be made by Standing Order .

The Rental Period: Every period on which the Rent is due, commencing on the first day of the Term stated above.

The Deposit: £[REDACTED] to be held by the Landlord's Agent as stakeholder under Mydeposits. At the end of the Tenancy, the Landlord's Agent shall return the Deposit to the Tenant subject to the possible deductions set out in this Agreement.

DEFINITIONS

The Landlord: The person or persons owning an interest in the Property which gives the right to possession of it when this Tenancy ends, and anyone who later owns the Property. Where this contract provides that the Landlord may or may not do something, it is inferred that someone acting on behalf of the Landlord may or may not also do that thing.

The Tenant: The person or persons entitled to possession of the Property under this Agreement.

The Guarantor: The person who undertakes to be jointly and severally liable with the Tenant to pay all rent and any debt arising from any breach or default of the Tenant's obligations contained in this Agreement until all debt is paid in full whether or not the Landlord elects to pursue the Tenant.

The Landlord's Agent: Houseman Properties of Concorde House, Grenville Place, London, NW7 3SA, or any person or company who later takes over the rights and obligations of the Landlord's Agent.

The Property: The Property which has been agreed to be let including any parts of the exterior forming part of the let (e.g. gardens, paths, fences, boundaries or outbuildings). Where the Property is a flat or forms only part of a building, the letting includes the use, with others, of communal access ways, gardens and other similar facilities to which the Landlord is entitled under the terms of his Lease.

The Lease (if applicable): The Lease under which the Landlord holds the Property. The obligations set out in the Head Lease will bind the Tenant provided the Tenant has been given notice of them.

The Contents: The Landlord's furniture, furnishings, fixtures, fittings and effects including sanitary ware, floor ceiling and wall coverings, decorative features, white goods and other equipment specified in the Inventory.

The Inventory of Contents and Schedule of Condition ("the Inventory"): The Inventory means the document prepared by the Landlord, the Landlord's Agent or an inventory clerk detailing the Contents, the decor and condition of the Property generally. The Inventory may be relied upon at the end of the Tenancy in assessing damage or compensation for damage (over and above fair wear and tear) and so should be checked carefully at the start of the Tenancy. "The Inventory" may refer to either the check-in or check-out of the Property, as context suggests.

Fair wear and tear: Loss, damage or depreciation that naturally and inevitably occurs from reasonable and ordinary use or exposure, or ageing.

Emergency: Where there is a risk of damage to the fabric of the Property, neighbouring properties, or to life.

The Tenancy: The Initial Fixed Term, plus any extension or continuation or any periodic tenancy arising after expiry of the original term.

Joint & Several Liability: If the Tenant consists of more than one person, their actions and obligations under this Agreement shall be joint and several in all respects which means that each Tenant is wholly responsible for all Tenant obligations and sums due under this Agreement, not just a proportionate part. It also means that the Guarantor (if applicable) will be liable with the Tenant to pay all rent and any debt arising from any breach of this Agreement until all debt is paid in full.

Interpretation: Words importing the singular number include the plural number and vice versa. Words importing the masculine gender only include the feminine gender and vice versa.

Working day means any day excluding a Saturday, Sunday or a Bank Holiday.

The Tenant and the Landlord agree that the laws of England and Wales shall apply to this Agreement.

1. TENANT OBLIGATIONS

The Tenant agrees with the Landlord that throughout the Term the Tenant will:

1.1. General

1.1.1. Any obligation upon the Tenant under this Agreement to do or not to do anything shall also require the Tenant not to permit or allow any licensee or visitor to do or not to do that thing.

1.1.2. To be responsible and liable for all the obligations under this Agreement as joint and several Tenant if the Tenant forms more than one person, as explained in the Definitions.

1.2. Pay Rent

1.2.1. Pay the Rent and any other sums due to the Landlord's Agent in the manner set out in this Agreement, whether formally demanded or not.

1.3. Pay Interest

1.3.1. Pay interest on any amounts of Rent due and in arrears by in excess of 14 days at the rate of 3% above the Bank of England annual base rate calculated on a day to day basis from the date that the same shall become due until payment in full is made.

1.4. Pay for Council Tax

1.4.1. Unless the Rent is expressed as being inclusive of council tax, to pay the council tax (or any similar charge which replaces it) in respect of the Property either directly to the local authority, or by paying that sum to the Landlord where the Landlord has paid that sum to the local authority (whether legally required to do so or not) within 14 days of receiving a written request for such monies.

1.5. Pay for Utilities

1.5.1. To pay all charges falling due for the following services used during the Tenancy and to pay any standing charge for those services which reflects the Term of the Tenancy:

- Council Tax, Gas, Telephone, Broadband, Satellite Television, Cable Television, and TV Licence

1.6. Care for Property

1.6.1. Not cause or allow any damage or loss to the Property, or Contents, fair wear and tear excepted, and use the Property, and Contents in a proper and tenant-like manner.

1.6.2. The Tenant is liable to change, replace or renew at his/her own cost all light bulbs, batteries, and extractor fan filters, and dishwasher and water softener salt.

1.6.3. To inform the Landlord immediately in writing when it comes to the notice of the Tenant of any repairs or other matters falling within the Landlord's obligations to repair the Property.

1.7. Replace Broken Glass

1.7.1. Promptly replace all cracked or broken glass with the same quality glass, where the crack or breakage is caused as a result of any action or misuse or negligence of the Tenant, a third party, any family or visitors, whether invited or not.

1.8. Smoke Detectors and Carbon Monoxide Detector

1.8.1. Ensure that all smoke and carbon monoxide detectors are kept in good working order by ensuring that they are kept free from obstruction, tested regularly and replacing batteries when necessary.

1.9. Good Repair

1.9.1. Keep the Contents including all electrical gas and other appliances equipment and apparatus in good repair and condition, fair wear and tear excepted.

1.9.2. Take care not to cause an overload of the electrical circuits by the inappropriate use of multi-socket electrical adaptors or extension cables when connecting appliances to the mains electric system.

1.10. Preserve Interior Condition

1.10.1. Keep the Property and the Contents in good order and in a clean condition as at the commencement of the Tenancy, fair wear and tear excepted.

1.10.2. Permit the Landlord to give the Tenant notice in writing of any necessary works of repair, cleaning, restoration, or replacement which is the obligation of the Tenant to be undertaken within a reasonable time agreed between the Tenant and the Landlord.

1.11. Clean Windows

1.11.1. Clean the inside and outside of the easily accessible windows regularly and at the end of the Term.

1.12. Prevent Obstructions

1.12.1. At all times take all reasonable precautions not to cause blockage to the drains and pipes in or about the Property and keep gutters, gullies and downpipes free of debris. In the event that a blockage is caused as a result of misuse or negligence of the Tenant, his/her family or visitors, the Tenant shall be liable to clear, or arrange the clearance of, the blockage or debris.

1.13. Protect from Freezing

1.13.1. At all times, to ensure that all reasonable precautions are taken to protect the Property against freezing and burst pipes, provided the pipes and other installations are kept adequately insulated by the Landlord. To reimburse the Landlord in respect of any damage caused to the Property as a result of frozen or burst pipes due to the Tenant failing to take reasonable precautions.

1.14. Keep Ventilated

1.14.1. Keep the Property adequately ventilated and make good use of extractor fans (where provided) so as to reduce the occurrence of condensation and wipe away any occurring condensation to prevent any resultant mould and damage to the Property and the Contents.

1.15. E-bikes or E-scooters

1.15.1. The Tenant agrees not to store or charge an E-bike or E-scooter in or about the Property or permit any other resident in the Property nor to allow his invited guests or visitors to do so without the Landlord's prior written consent which will not be unreasonably withheld or delayed. If in breach of this clause, the Tenant will be liable for or to compensate the Landlord for any damage caused and to restore the interior and/or exterior of the Property to the condition described in the Inventory.

1.16. Fuel Storage

1.16.1. Any coal/logs stored at the Property must be stored in an appropriate and suitable receptacle in such a place as will not cause damage to the Property or the Contents.

1.17. Prevent Infestation

1.17.1. Not keep any refuse or rubbish in the Property and regularly dispose of the same in a suitable receptacle to maintain acceptable levels of hygiene and prevent outbreaks of any infestations such as pests or disease. In the event of an infestation, to clean, arrange, or compensate the Landlord for the cleaning of the Property with de-infestation cleaner to a professional standard at the end of the Tenancy if de-infestation is necessary.

1.18. Maintain Gardens

1.18.1. Keep any gardens and grounds including any pond, terrace or patio included in the Property in a neat, unobstructed and tidy condition and free from litter and weeds. Keep the grass cut and reasonably maintain any lawns, trees and shrubs in a proper manner as seasonally required. Not to cut down or remove any trees, shrubs or plants (other than annual plants) or otherwise alter the existing design content or layout of the said garden or grounds without the prior written consent of the Landlord, which will not be unreasonably withheld.

1.19. Not Alter Property

1.19.1. Not alter or in any way interfere with the construction or arrangement of the Property. Not to carry out any redecoration or make any alteration in or addition to the exterior or interior of the Property without the previous consent in writing of the Landlord, which will not be unreasonably withheld.

1.20. Not Remove Contents

1.20.1. Not remove or allow the removal of the Contents from the Property or store the Contents in any way which may lead to the condition of the Contents to be damaged or deteriorate at a quicker pace than they would if they remained in the places recorded in the Inventory.

1.21. Not Affix Items to Walls

1.21.1. Not to hang pictures other than with a reasonable number of commercially available picture hooks or fastenings without the prior written consent of the Landlord, which will not be unreasonably withheld.

1.22. Not Post Signs

1.22.1. Not to display or allow to be displayed any notice, sign, banner or placard visible from outside the Property without the prior written consent of the Landlord, which will not be unreasonably withheld or delayed. The Landlord reserves the right to withdraw, for reasonable grounds and upon reasonable notice, any consent previously given.

1.23. Not Affix or Erect Aerial or Satellite Dish

1.23.1. Where not already provided or available at the Property, not to affix or erect outside the Property any television or radio aerial or satellite dish or install any cable television or cable telephone without the prior written consent of the Landlord, which will not be unreasonably withheld or delayed but may be subject to conditions. Where granted such consent will be detailed under Special Tenancy Conditions or as an Addendum to this Agreement. The Landlord reserves the right to withdraw, for reasonable grounds and upon reasonable notice, any consent previously given.

1.24. Pets

1.24.1. The Tenant agrees not to keep any animals or birds (whether domestic or otherwise) in the Property without the Landlord's prior written consent which will not be unreasonably withheld or delayed.

1.25. Smoking Prohibition

1.25.1. Not to smoke or allow any other person to smoke any cigarettes cigars pipes or other forms of tobacco or other substances, including vapes, within the Property without the prior written consent of the Landlord. Where granted such consent will be detailed under Special Tenancy Conditions or as an Addendum to this Agreement. The Landlord reserves the right to withdraw, for reasonable grounds and upon reasonable notice, any consent previously given. In the event of any breach of this clause then the Tenant shall pay such costs to the Landlord for making good any resultant staining, discolouration, burn marks or odour present at the Property at the end of the Term.

1.26. Changing Locks

1.26.1 Not alter, change or install any locks on any doors or windows in or about the Property or have any additional keys or remote control devices made, except in the case of an Emergency, without the prior written consent of the Landlord, which will not be unreasonably withheld or delayed.

1.26.2. Where consent to change locks is granted, one set of the new keys must immediately be made available to the Landlord and at the end of the Term the Tenant must provide the same number of sets of keys, fobs and other devices for the new locks as were provided by the Landlord at the commencement of the Term.

1.26.3. Where any keys the Tenant is responsible for are either lost or stolen, the Tenant shall be liable for the cost of having the relevant lock/s changed for the Property, one set of the new keys must immediately be made available to the Landlord and at the end of the Term.

1.27. Use of Burglar Alarm (if applicable)

1.27.1. Take every precaution to ensure the correct use of the burglar alarm system to the Property and pay any call out charge or costs for the repair or for re-setting of the system necessary as a result of misuse or negligence by the Tenant, his/her family or visitors.

1.27.2. Not change any burglar alarm code without the prior written consent of the Landlord, which will not be unreasonably withheld or delayed. Where such consent is granted the Tenant will promptly provide the Landlord with the details of the new code.

1.28. Secure Property

1.28.1. Not leave the Property unattended or unoccupied for any period whatsoever without locking and securing all deadlocks and other locks and bolts fitted to the doors and windows permitting access to the Property and ensuring the burglar alarm (if any) is activated.

1.29. Notify & Action if Unoccupied

1.29.1. Not leave the Property vacant, unattended or unoccupied for a period of more than 28 consecutive days without first giving reasonable notice to the Landlord of the intention to do so.

1.29.2. After leaving the Property unattended for any period of 7 days or more, to flush through the water systems by running all taps and showers for 20 minutes and by flushing all toilets to reduce the risk from exposure to legionella bacteria.

1.30. Landlord's Insurance

1.30.1. Not to do, permit to be done, or fail to do anything that may render void or invalidate any policy of insurance on the Property or the Contents nor anything that may cause an increased premium to be payable, provided that a copy of the relevant sections of the policy has been given to or shown to the Tenant at the start of the Term or within a reasonable time thereafter. To pay the Landlord all reasonable sums paid by the Landlord for any increase in premiums and all reasonable expenses incurred by the Landlord incurred as a result of a failure by the Tenant, his/her family or visitors to comply with this clause.

1.31. Tenant's Personal Possessions

1.31.1. For the avoidance of doubt, there is no cover provided by any insurance policy maintained by the Landlord for any personal possessions introduced into the Property by the Tenant. The Tenant is strongly advised to insure his/her own belongings with a reputable insurer.

1.32. Permit Access

1.32.1. Permit the Landlord or anyone with the authority of the Landlord at reasonable hours by no less than 24 hours prior written notice (save in the case of an Emergency) to enter the Property to view the state and condition thereof or to undertake any necessary repairs in compliance with obligations placed on the Landlord by law, or other necessary repairs or redecoration of the Property or require access to effect work to a neighbouring property or boundary divide. Should the Tenant agree that the Landlord, Agent or authorised contractor can have access relating to any of the above mentioned circumstances with the Landlord or anyone with the authority of the Landlord and access is denied/not possible due to the Tenant refusing or restricting access, The Tenant will be responsible for default costs incurred by the Landlord associated with this breach.

1.33. Permit Viewing

1.33.1. Permit the Landlord or anyone with the authority of the Landlord by reasonable prior appointment to show the Property:

- a. To potential tenants or purchasers during the last two months of the Tenancy or other period of notice; or
- b. To potential purchasers in the event of the Landlord wishing to sell or otherwise deal with the reversion of the Property with the benefit of the Tenancy at any time during the Tenancy.

1.34. Permit Notices

1.34.1. Permit the Landlord to affix a notice of re-letting or selling on the Property during the last two months of the Tenancy or other period of notice, or a notice of selling in the event of the Landlord wishing to sell the Property with the benefit of the Tenancy at any time during the Tenancy.

1.35. Take Remedial Action

1.35.1. In an Emergency to take appropriate reasonable remedial action to prevent further damage to the Property and give immediate notice to the Landlord.

1.36. Give Notice of Defects

1.36.1. Notify the Landlord immediately in writing upon becoming aware of:

- a. Any damage, defect or want of repair of any nature affecting the Property or any of the Contents, whether or not caused by any act, default or neglect of the Tenant, or any invitee of the Tenant; or
- b. Any burglary or attempted burglary upon the Property.

1.36.2. And the Tenant shall be liable for all reasonable consequential excess loss and expense arising from any failure to give such notice.

1.37. Forward Correspondence

1.37.1. Pass to the Landlord as soon as is reasonably practicable following receipt, any notice or other communication left on or delivered or posted to the Property that are addressed to the Landlord with the exception of obvious circulars or marketing material.

1.38. Leasehold (Lease) or Freehold Covenants and Restrictions

1.38.1. Where applicable and provided that prior to the signing of this Agreement the Tenant is notified in writing or given a copy of the relevant documents, the Tenant agrees to observe and not breach or contravene any terms in the Lease or any Deed under which the Landlord holds the Property.

1.38.2. The Tenant will comply with all and any new regulations relating to the building which may be introduced from time to time and which are notified to the Tenant in writing and protect the Landlord from loss arising from any claim in respect of any breach or non-observance of the same.

1.39. Deed of Covenant (if applicable)

1.39.1. If requested and at the Landlord's expense the Tenant will enter into a Deed of Covenant or such other Deed as the superior landlords may reasonably require.

1.40. Communal Areas (if applicable)

1.40.1. Not to obstruct any common passageways, hallways and staircases nor keep or store or place any item or package or bicycle or pushchair in any communal area of the Property.

1.40.2. Not to hang or permit to be hung or exposed any clothes or other articles in any communal or shared garden or upon the exterior of the Property except where expressly permitted by the Landlord in writing.

1.41. Not Assign or Sublet

1.41.1. Not to assign this Agreement without the prior written consent of the Landlord, which will not be unreasonably withheld or delayed. Where the Landlord grants consent this may be subject to reasonable conditions and the Tenant will be liable for the reasonable fees and expenses incurred by the Landlord in granting such consent or arranging such assignment.

1.41.2. Not to mortgage or charge the benefit of this Agreement;

1.41.3. Not to take in or receive paying guests or lodgers without the prior written consent of the Landlord.

1.41.4. Not sub-let, part with or share possession or occupation of the Property or any part of the Property with any person not named as Tenant in this Agreement without the prior written consent of the Landlord, which will not be unreasonably withheld or delayed. Where granted, the Landlord may impose reasonable conditions of consent and the Tenant will be liable for the reasonable expenses incurred by the Landlord in granting such consent.

1.42. Not Cause Nuisance

1.42.1. Not use the Property or allow others to use the Property in a way which may cause damage or a disturbance, nuisance, annoyance, or inconvenience to neighbouring adjoining or adjacent property or to the owners or occupiers of them.

1.43. Music and Noise

1.43.1. Not play any musical instrument, music player, radio or television or cause or permit any undue loud noise to take place in the Property so as to cause disturbance annoyance or inconvenience to the occupiers or owners of any neighbouring adjoining or adjacent property or so as to be audible outside the Property between the hours of 11.00 pm to 7.30 am.

1.44. Permitted Use

1.44.1. To use the Property for no other purpose than that of a strictly private residence for the occupation of the Tenant and occasional guests only; and

- a. Not carry on at the Property or allow the Property to be used for any profession trade or business and not to let rooms or apartments or receive paying guests or lodgers in the Property;
- b. Not hold or allow to be held any large meeting or gathering upon the Property or any sale by auction thereon;
- c. Not use or permit the Property or any part thereof to be used for any illegal or immoral purposes;
- d. Not to register a business or company at the address of the Property.

1.45. Combustible Matter

1.45.1. Not take into or keep at the Property any combustible, offensive or dangerous fluids, fuels or materials or any gas, paraffin or other liquid fuel unless required for normal household use and fully comply with all fire precautions or fire regulations made by the Landlord or the appropriate Fire Authority.

1.46. Own Gas Appliances

1.46.1. Immediately notify the Landlord if any gas appliance is brought into the Property by the Tenant and ensure that it is properly connected to the appropriate pipework by a suitably qualified Gas Safe registered engineer and is safe to use. The Tenant will immediately stop using and remove any such gas appliance which is unsafe or dangerous to either the occupants or the Property.

1.47. Prohibited Substances

1.47.1. Not to use or consume in or about the Property at any time any of the drugs mentioned in the Misuse of Drugs Act 1971 or any other controlled substances the use of which may hereinafter be prohibited or restricted.

1.48. End of Tenancy

1.48.1. At the expiration or sooner termination of the Tenancy:

- a. Clean the Property to the same standard as received on Check In. Contents including the washing or dry cleaning (including ironing and pressing) of all bedding, linen, towels, carpets, curtains, upholstery and soft furnishings and other articles set out in the Inventory or articles substituted for the same which shall be shown by reference to the Inventory to have been soiled during the Term;
- b. Make good and/or pay for the repair of or replacement of any of the Contents that are broken, lost or damaged during the Term, save for fair wear and tear;
- c. Notify all utility and council tax authorities of the date of termination of the Term and pay all outstanding accounts with the service providers up to and including the last day;
- d. Arrange for the return to the hire company prior to the check-out of any hired or rented television or other equipment or appliance which the Tenant has hired or rented for his use at the Property;
- e. Deliver all keys and remote control devices to the Landlord and pay to the Landlord all reasonable costs incurred by the Landlord in replacing the locks or devices where such keys or devices are missing;
- f. Remove all personal items from the Property before the end of the Term. The Tenant will be responsible for meeting all reasonable removal costs and/or storage charges for items left in the Property after the end or earlier termination of the Term. The Landlord will remove and store such items for a maximum of one calendar month, and take all reasonable steps to contact the Tenant in this regard and, where possible, will notify the Tenant at the last known address. If the items are not collected within one calendar month the Landlord may dispose of them and the Tenant will be liable for the reasonable costs of disposal, which may be deducted from the Deposit or from any sale proceeds and if there are any costs remaining they will remain the Tenant's liability; and
- g. Provide the Landlord with a forwarding address where the Tenant may be contacted after the Tenant has vacated the Property and permit the Landlord to give the forwarding address to the suppliers of gas, electricity, fuel, water, telephone services, environmental services or other similar services incurred at the Property for which the Tenant is liable and Council Tax authority.

1.49. Breach of Tenancy

1.49.1. The Tenant shall pay the Landlord's reasonable legal costs and expenses (including VAT) incurred by the Landlord in enforcement or remedy of any breach of the Tenant obligations under this Agreement, whether or not the same shall result in court proceedings.

1.49.2. The Tenant shall pay the cost of any bank or other reasonable charges incurred by the Landlord if any standing order payment or cheque submitted by the Tenant is withdrawn or dishonoured by the Tenant's bank.

2. LANDLORD OBLIGATIONS

The Landlord agrees with the Tenant that the Landlord will:

2.1. Deliver Up Property

2.1.1. At the commencement of the Tenancy deliver:

- a. The Property and Contents in a tidy condition and cleaned;
- b. Any working chimney swept and clean; and
- c. All appliances, smoke and carbon monoxide detectors in proper working order.

2.2. Allow Quiet Enjoyment

2.2.1. Permit the Tenant to quietly possess and enjoy the Property during the Tenancy without any unreasonable or unlawful interruption.

2.3. Pay Outgoings

2.3.1. Pay all taxes, insurance, service charge assessments, impositions and other outgoings in respect of the Property, save for those expressly stated as the Tenant's responsibility in this Agreement. The Landlord is responsible for the following Utilities: water and electricity.

2.4. Maintain Property

2.4.1. Carry out those repairs to the Property the liability for which is imposed upon the Landlord by Section 11 to 16 of the Landlord & Tenant Act 1985 (as amended). This liability obliges the Landlord to repair and keep in good order:

- a. The structure of the Property and exterior (including drains gutters and pipes);
- b. Certain installations for the supply of water, electricity and gas;
- c. Sanitary appliances (including basins, sinks, baths and sanitary conveniences); and
- d. Appliances for space heating and water heating; but not other fixtures fittings and appliances for making use of the supply of water and electricity.

2.4.2. This obligation arises only after written notice has been given to the Landlord by the Tenant in accordance with the terms of this Agreement;

2.5. Maintain Appliances

2.5.1. Put and keep in repair and proper working order the central heating system, electrical appliances and other equipment provided by the Landlord for the use of the Tenant provided that the Tenant shall be responsible for the cost of such repair or replacement if it is necessary as a result of damage sustained through misuse or negligence by the Tenant or his/her family, any visitor or guest.

2.6. Burglar Alarm (if applicable)

2.6.1. Maintain in proper working order the burglar alarm system (if any) provided to the Property save that any call out charge or costs for repair necessary as a result of misuse or negligence by the Tenant, his/her family, any visitor or guest shall be payable by the Tenant.

2.7. Title and Consents

2.7.1. The Landlord confirms that all necessary consents have been obtained to enable the Landlord to enter into this Agreement.

2.8. Safety Regulations

2.8.1. The Landlord warrants that:

- a. Where applicable all upholstered furniture, soft furnishings, beds, bed bases, mattresses (and mattress toppers), pillows, cushions and seat pads supplied to the Property comply with the provisions of The Furniture and Furnishings (Fire) (Safety) Regulations 1988 and The Furniture and Furnishings (Fire) (Safety) (Amendment) Regulations 1993;

- b. All gas appliances within the Property comply with the Gas Safety (Installation & Use) Regulations 1998 and that all gas appliances will be checked for safety annually in accordance with The Gas Safety (Installation and Use) Regulations 1998. A copy of the Gas Safety Check Record will be provided to the Tenant at the start of the Tenancy and within 28 days of the annual check undertaken during the Term;
- c. All mechanical and electrical equipment in the Property are in good repair and working order and that all electrical equipment supplied to the Property complies with The Electrical Equipment (Safety) Regulations 2016, as amended, and the Plugs and Sockets etc (Safety) Regulations 1994; and
- d. The Property is in a habitable condition.

2.9. Smoke Detectors and Carbon Monoxide Detectors

2.9.1. The Premises are compliant with The Smoke and Carbon Monoxide Alarm (England) Regulations 2015, as amended, at the start of the Tenancy.

3. NOTICES

3.1. Address and Service

3.1.1. The provisions for service of notices are that if either party send any document in relation to this Agreement to the other, it shall be deemed to have been validly and sufficiently served delivered to the receiving party's address or last known address by hand; sent by first class post or by registered post or recorded delivery to **73 Park Lane, Old Knebworth, Knebworth, SG3 6PP** or if sent by email; to the email address provided by the Tenant at the start of the Tenancy, and which has been confirmed as being their own: **sianjeknapp@icloud.com**, or by email from the Tenant to the Landlord: **gary@aacteam.co.uk, and hillywithers@gmail.com**.

- Where notice is served by first class post, the notice shall be deemed to have been served two working days after the date of posting.
- Where notice is served by hand or email before 16:30 on a working day then the notice will be deemed served that day. If it is served after 16:30 on a working day, or served on a non-working day, then it will be deemed served on the next working day.
- If the email provided above should no longer be appropriate for the service of notices then the other party must be notified of an alternative email address for this purpose.

3.1.2. Any notice or document to be served on the Tenant may be served by the Landlord or by the Landlord's Agent on behalf of the Landlord.

3.1.3. For the purposes of Sections 47 and 48 of the Landlord and Tenant Act 1987 the address of the Landlord is as stated on page 2 of this Agreement. Where this address is in England and Wales notices on the Landlord (including notices in proceedings) may be served to this address. Where the Landlord's address is not in England and Wales, the address of the Landlord as detailed in this Agreement under Definitions may be used as an alternative address for the service of notices on the Landlord (including notices in proceedings). If either of these addresses should change during the Tenancy the Tenant will accordingly be notified in writing.

4. MISCELLANEOUS

4.1. Stamp Duty Land Tax (if applicable)

4.1.1. The Tenant shall be responsible for assessing his liability, if any and at any time, for Stamp Duty Land Tax relating to this Tenancy, and for submitting the appropriate forms and payment to HM Revenue & Customs. Further information may be obtained from the HM Revenue & Customs enquiry line on 0845 6030135 or from their website at www.gov.uk/stamp-taxes.

4.2. Agent of the Tenant

4.2.1. Any payments in respect of or on account of Rent made by or drawn on accounts other than those of the Tenant named in this Agreement will be accepted by the Landlord as payment made by or on behalf of the Tenant only and in no circumstances shall constitute the creation of a new tenancy to any other person.

4.3. Data Protection & Confidentiality

4.3.1. The personal information of both the Landlord and the Tenant will be retained by the Landlord in accordance with the terms of the Landlord's Agent's privacy policy ('the Policy') which both parties will have been served with and which is also available to view on the Landlord's Agent's website. In addition to the information provided to the Landlord about the Tenant in accordance with the Policy, the Tenant agrees that the Tenant's personal information can be forwarded to the Landlord. Such information may have been provided before, during or after the Term. The Landlord thereafter may share details about the following:

- a. Details of performance of obligations under this Agreement by the Landlord and the Tenant;
- b. Known addresses/details of the Tenant and any other Permitted Occupiers; or
- c. Any other relevant information required by the parties listed below.

4.3.2. This personal information can be shared with the following:

- a. Utility and water companies;
- b. The local authority;
- c. Authorised contractors;
- d. Credit and reference providers;
- e. Mortgage lenders;
- f. Legal advisors; or
- g. Any other essential third party.

4.3.3. This information can and will be provided without further notice only when the Landlord is authorised to do so under the Policy.

4.3.4. **Section 45 Flood & Water Management Act 2010** The above Act places a legal obligation on the Landlord to provide the water authority when requested with a forwarding address for the Tenant following the end of the Term.

4.4. Habitation

4.4.1. If the Property or part of the Property is destroyed or made uninhabitable by any insured risk, and provided such damage is not as a result of any action or misuse or negligence of the Tenant, a third party, any family or visitors, whether invited or not.

- a. The Rent will cease to be payable until such time as the Property is reinstated and rendered habitable;
- b. The Landlord shall not be responsible for re-housing the Tenant; and
- c. In the event that the extent of the damage is such that the Property is not made habitable within one month, either party may terminate the Tenancy by giving immediate written notice to the other party.

4.5. Right to Rent

4.5.1. All adults named as the Tenant or who reside at the Property as a Permitted Occupier, whether named in this Agreement or not, must provide a valid passport and visa or work permit to the Landlord prior to taking occupation of the Property either before or during the Term. If any person fails to comply, the Landlord may take any necessary legal action to have the person evicted from the Property.

4.5.2. If any person forming the Tenant or any Permitted Occupier changes or any additional occupant moves into the Property during the Term, the Tenant agrees to ensure that any new or additional persons complies with the legal requirements of the Right to Rent conditions under the Immigration Act 2014 prior to moving into the Property. This will involve meeting the Landlord in person to provide valid documents to be checked and copied.

4.6. Rent Increase (if applicable)

4.6.1. The Landlord can increase the Rent every twelve months on or after the anniversary of the date on which the Tenancy began ("Rent Increase Date"). For the avoidance of doubt this means that the Rent may increase on or after 21st June 2025. The Rent may be reviewed again on or after the anniversary of the previous Rent Increase Date. The increase is to be calculated according to the rise in the Retail Prices Index from the start of the Tenancy, or the previous Rent Increase Date, whichever is the later, to the current Rent Increase Date. To avoid doubt if the Landlord does not increase the rent in any year this will not affect the Landlord's rights to increase the Rent in subsequent years.

5. INVENTORY

5.1. Preparation of the Inventory

5.1.1. If the Landlord chooses to obtain an Inventory at the start of the tenancy then the Landlord will be responsible for providing a fully comprehensive Inventory for the Property at the beginning of the Tenancy.

5.2. Attendance

5.2.1. If applicable the Tenant will attend, or appoint a representative to attend the appointment at which time the inspection which informs the Inventory will take place. In the event that the Tenant does not keep a prearranged appointment, the Landlord reserves the right to carry out the Check In without the Tenant in attendance and send a copy to the Tenant once prepared. The Tenant will within seven days of the commencement date of the Tenancy respond with any written amendments or notes.

6. AST

This Agreement is intended to create an Assured Shorthold Tenancy as defined by Section 19A of the Housing Act 1988 (as amended) and shall take effect subject to the provisions for the recovery of possession set out in Section 21 of that Act.

6.1. Provision for Re-Entry

6.1.1. If at any time:

- a. The Rent, or any part of it, remains unpaid for 14 days after falling due, whether formally demanded or not;
- b. If any agreement or obligation of the Tenant is not complied with; or
- c. If any of the grounds set out in Schedule 2 of the Housing Act 1988 (as amended) be made out.

6.1.2. The Landlord may give written notice to the Tenant that the Landlord seeks possession of the Property. If the Tenant does not comply with that Notice, the Landlord may gain possession of the Property by complying with his/her statutory obligations; obtaining a court order; and re-entering the Property with a court approved bailiff. This clause does not prejudice any other rights that the Landlord may have in respect of the Tenant's obligations under this Agreement.

7. DEALING WITH THE DEPOSIT

7.1. The Landlord's Agent shall place the Deposit in a nominated client account as soon as reasonably practicable. Any interest earned on the Deposit will be retained by Landlord's Agent at the end of the Term and any agreed balance of the Deposit (subject to the clauses below) will be returned to the Tenant.

7.2. After the Term the Landlord's Agent is entitled with the written consent of the Tenant, to deduct from the sum held as the Deposit any monies referred to in this Agreement. If more than one such deduction is to be made by the Landlord, monies will be deducted from the Deposit in the order listed.

7.3. The Landlord's Agent shall notify the Tenant in writing of any deduction to be made under this Agreement. That notice shall specify the amounts to be deducted and the reasons for any deductions to be made. No deduction will be made from the Deposit without the written consent of both parties.

7.4. At the end of the Term the Landlord's Agent shall return the Deposit (subject to any deductions made under the Agreement) within 30 days of the end of the Tenancy except in the case of dispute. If there is more than one Tenant, the Landlord may return the Deposit by cheque to any one Tenant, at his sole discretion, at his/her last known address. That person forming part of the Tenant will hold the Deposit in trust for all others forming the Tenant.

7.5. If the amount of monies that the Landlord is entitled to deduct from the Deposit under the Agreement exceeds the amount held as the Deposit, the Landlord may require the Tenant to pay that additional sum to the Landlord within 14 days of the Tenant receiving that request in writing.

7.6. The Landlord may deduct monies from the Deposit to compensate the Landlord for losses caused for any or all of the following reasons:

- any damage to the Property and/or the Contents caused by the Tenant or arising from any breach of the terms of this Agreement by the Tenant;
- any damage caused or cleaning required as a result of any pets occupying the Property (whether or not the Landlord consented to its presence as set out in this Agreement);
- any sum repayable by the Landlord to the local authority where housing benefit or Local housing Allowance has been paid direct to the Landlord by the local authority;
- any other breach by the Tenant of the terms of this Agreement;
- any instalment of the Rent which is due but remains unpaid at the end of the Term;
- any unpaid account or charge for water including sewerage and environmental charges, electricity gas or other fuels used by the Tenant in the Property;
- any unpaid council tax; or
- any unpaid telephone charges.

7.7. The Tenant shall not be entitled to withhold the payment of any instalment of Rent or any other monies payable under this Agreement on the ground that the Landlord's Agent holds the Deposit or any part of it.

7.8. If the Landlord sells or transfers his interest in the Property the Tenant shall consent to the transfer of the Deposit (or the balance of the Deposit) to the purchaser or transferee. The Landlord shall then be released from any further claim or liability in respect of the Deposit or any part of it.

8. SPECIAL TENANCY CONDITIONS

Whilst the previous clauses are 'standard' in nature, the following clauses detail the further terms which have been individually specifically negotiated and agreed between the Landlord and the Tenant. If a clause in this section contradicts a clause in the main body of the Agreement then the clause in this section supercedes it, except if the clause in this section is deemed to be un-enforcable in which case the clause in the main body of the Agreement will remain.

8.1. Break Clause

8.1.1. Mutual Break Clause: Should either party wish to terminate the Tenancy, it is agreed that a minimum of 2 months advance written notice must be served on the other party and the tenancy must not expire within the first 6 months of the Tenancy commencement date. In this Lease the earliest date either party can give notice will be the 20th of October 2024 to expire 2 months' after service of that notice.

8.2. Additional clause(s):

• Visitors

Not permit any visitor to stay for a period of more than two nights per week and/or three weeks within any three month period

• Ending the Tenancy

1. If the Tenant intends to vacate at the end of the fixed term, or at any later date, he agrees to give the Landlord or the Landlord's Agent at least two months prior notice in writing.
2. While the tenancy is periodic the two months written notice must expire the day before a new Rental Period starts.

• Special Conditions

1. The Tenant is responsible for maintaining and cleaning all appliance filters - washing machines, dishwashers and other white goods as appropriate - at reasonable intervals. The Tenant must also take the necessary precautions to ensure minimal damage from lime scale by regularly de-scaling appliances.
2. The Tenant must ensure that all light fittings are only fitted with correct bulbs as per the wattage noted. All expired bulbs must be replaced when the Tenant vacates the Property.
3. The Tenant is responsible for the correct and proper ventilation of the Property at all times, with particular attention to kitchens and bathrooms. The heating equipment must be used correctly in order to prevent burst pipes, damp and condensation damage.
4. The Tenant must report (within 24 hours) to the Landlord, or the Agent, any leaks from showers, white goods, sinks, plumbing, or any other water bound issue that causes or could potentially cause damage to walls, floors or other structural parts of the Property. To indemnify the Landlord for any costs reasonably incurred by the Landlord arising from the Tenant's failure to comply with this clause.
5. Not po permit any wipes of any kind, including flushable wipes, to enter any of the sanitary appliances or drains within the Property.

• Legionella - Tenant Responsibilities

Inform the Landlord, or the Landlord's Agent, if the hot water is not heating properly or if there are any other problems with the system so that appropriate action can be taken.

Ensure that all water outlets (including outdoor taps) are used at least once a week, If this is not possible please do the following:

- Flush through for at least two minutes before use (care should be avoided to create aerosols i.e. avoid splashing/fast water flow). Washing machines and Dishwashers should also be considered.
- Hose pipes should be left drained and empty when not in use (it is good practice to flush hose pipes to drain (open ended) prior to use to remove standing water.

To clean and disinfect taps and showerheads in the Property every six months or when there is evidence of visual limescale.

9. SIGNATURES

Signed by Landlord:

Gary Withers



30th of April 2024 17:03:54 UTC

Signed by Landlord:

Hilary Withers



30th of April 2024 16:05:51 UTC

Signed by the Tenant(s):

Sian Knapp



30th of April 2024 15:52:36 UTC

Appendix. Payment Schedule

Full Tenancy

21 Jun 2024	£
21 Jul 2024	£
21 Aug 2024	£
21 Sep 2024	£
21 Oct 2024	£
21 Nov 2024	£
21 Dec 2024	£
21 Jan 2025	£
21 Feb 2025	£
21 Mar 2025	£
21 Apr 2025	£
21 May 2025	£
Total	£

Prescribed Information for your Deposit MyDeposits Insured

Where a Landlord or Agent receives a deposit in connection with an Assured Shorthold Tenancy, they must, within 30 days of the date on which the deposit is received, comply with any initial requirements imposed by the scheme and give prescribed information to the Tenant and any person who paid the deposit on behalf of the Tenant.

The following is prescribed information for the purposes of section 213(5) of the Housing Act 2004 ("the Act")

A. The name, address, telephone number, e-mail address and any fax number of the scheme administrator of the authorised tenancy deposit scheme applying to the deposit;

Name: MyDeposits is administered by HFIS plc, trading as Hamilton Fraser
Address: 1st Floor, Premiere House
Elstree Way
BOREHAMWOOD
WD6 1JH

Telephone number: 0333 321 9401
Email Address: info@mydeposits.co.uk
Fax Number: 08456 343403

B. At the end of the Term the Landlord's Agent shall return the Deposit (subject to any deductions made under the Agreement) within 30 days of the end of the Tenancy except in the case of dispute. If there is more than one Tenant, the Landlord may return the Deposit by cheque to any one Tenant, at his sole discretion, at his/her last known address. That person forming part of the Tenant will hold the Deposit in trust for all others forming the Tenant.

C. If one party raises a dispute with MyDeposits MyDeposits will contact the other party giving a right to reply within 10 days. If the other party fails to reply MyDeposits will make their adjudication and decision upon the information already held and find accordingly for the party raising the dispute.

1. If the Landlord or the Agent are unable to contact the Tenant despite making reasonable efforts to do so, or the Tenant is unable to contact the Landlord or the Agent despite making reasonable efforts to do so, action must be taken through the County Court system to get a judgement for the return of or deductions from the Deposit because MyDeposits are specifically excluded under the Statutory Instrument from adjudicating under these circumstances.

D. The Landlord's Agent must tell the Tenant within 10 working days of the end of the tenancy, (or as specified in the tenancy Agreement) if they propose to make any deductions from the deposit.

1. The tenants should make their best endeavours to inform the Agent/Member if they wish to raise a dispute about the deposit within 20 working days* after the lawful end of the tenancy and vacation of the Premises. The Member/Agent has a maximum of 10 working days* to resolve the dispute

2. It is not compulsory for the parties to refer the dispute to the Independent Case Examiner (ICE) for adjudication. They may, if they choose, seek the decision of the Court. However, this may take longer and may incur further costs. Judges may, because it is a condition of the Tenancy Agreement signed by both parties, refer the dispute back to the ICE for adjudication. If the parties do agree that the dispute should be resolved by the ICE, they must accept the decision as final and binding.

3. The Agent, the Landlord or the Tenant can instigate a dispute by completing the dispute request from the scheme website www.mydeposits.co.uk or be obtained directly from MyDeposits Ltd at the address or telephone number specified in clause **A.**

4. If the Landlord/Agent instigates a dispute they must send with the Notification of Dispute to MyDeposits the full Deposit, less any amounts already agreed by the parties and repaid. Where one of the parties to the Tenancy raises the dispute, the Landlord/Agent must send the Deposit or the balance in dispute together with the relevant evidence being a copy of the Tenancy Agreement, inventory and schedule of condition, any check in or check out report, correspondence and invoices or estimates within 10 days of being told that a dispute has been registered with MyDeposits whether or not the Landlord/Agent or the other party want to contest it. Failure to do so will not delay the adjudication but MyDeposits will take appropriate action to recover the Deposit and discipline the Agent.

5. The sum in dispute must be remitted to MyDeposits Ltd within 10 days of being requested to do so, whether or not the parties wish the ICE to resolve the dispute.

6. The ICE will aim to resolve the dispute within 28 days of receiving the final documentation that is once all the evidence considered necessary has been gathered or requested and a suitable time period has been allowed for submission.

7. MyDeposits will pay out the money within 10 working days of the decision of the ICE or instruction of the court as appropriate.

8. The time-scale specified may be varied at the discretion of the ICE if he considers it necessary to seek legal or other expert advice, or in exceptional circumstances which affect the ability of either party to the Tenancy being able to provide information promptly.

9. The Agent and the parties to the Tenancy must co-operate with the ICE in the consideration of the dispute and follow the recommendations of the ICE concerning the method of resolution of the dispute.

E. The following information in connection with the Tenancy in respect of which the deposit has been paid

1. The amount of the deposit paid: £ [REDACTED]

2. The address of the property to which the tenancy relates: The Cottage, 73 Park Lane, Old Knebworth, Knebworth, Hertfordshire, SG3 6PP

3. The name, address, telephone number, and any e-mail address or fax number of the Landlord's Agent

Name: Houseman Properties

Address: Concorde House, Grenville Place, London, NW7 3SA

Phone: 02035441561

Email: emma@housemanhomes.co.uk

Details of the Landlord(s)

Name: Gary Withers

Address: 73 Park Lane, Old Knebworth, Knebworth, SG3 6PP

Name: Hilary Withers

Address: 73 Park Lane, Old Knebworth, Knebworth, SG3 6PP

4. The name, address, telephone number, and any e-mail address or fax number of the Tenant, including such details that should be used by the Landlord's Agent or scheme administrator for the purpose of contacting the Tenant at the end of the Tenancy:

Name: Sian Knapp

Address: The Cottage, Cuckoo Hall 73 Park Lane, Knebworth, SG3 6PP

Phone: +447874996154

Email: sianjeknapp@icloud.com

Post Tenancy Address: 31 Vicarage Road, Gainsborough, DN21 5SA, United Kingdom

Post Tenancy Phone: +447874996154

Post Tenancy Email: sianjeknapp@icloud.com

5. The name, address, telephone number and any e-mail address or fax number of any Relevant Person (if applicable):

For this Tenancy there is no Relevant Person

6. The circumstances when all or part of the deposit may be retained by the Landlord's Agent, by reference to the terms of the Tenancy:

Please refer to **Section 7** of the Tenancy Agreement.

F. Confirmation (in the form of a certificate signed by the Landlord) that:

- 1. The information he provides under this sub-paragraph is accurate to the best of their knowledge and belief; and
- 2. They has given the Tenant the opportunity to sign any document containing the information provided by the landlord under this article by way of confirmation that the information is accurate to the best of his knowledge and belief.

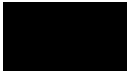
I/We (being the Landlord's Agent) certify that

The information provided is accurate to the best of my/our knowledge and belief.

I/We have given the tenant(s) the opportunity to sign this document by way of confirmation that the information is accurate to the best of the Tenant(s) knowledge and belief.

Signed by Landlord:

Gary Withers



30th of April 2024 17:03:54 UTC

Signed by Landlord:

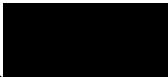
Hilary Withers



30th of April 2024 16:05:51 UTC

Signed by the Tenant(s):

Sian Knapp



30th of April 2024 15:52:36 UTC

Supporting Documents Checklist

I confirm I have received the following documents:

- Tenancy Agreement
- Department for Communities and Local Government How to Rent guide
- How to rent - The checklist for renting in England - Easy Read version
- How to Rent a Safe Home - A guide for current and prospective tenants in England
- Energy Performance Certificate for: The Cottage, 73 Park Lane, Old Knebworth, Knebworth, Hertfordshire, SG3 6PP
- Electrical Installation Condition Report for: The Cottage, 73 Park Lane, Old Knebworth, Knebworth, Hertfordshire, SG3 6PP
- Payment Schedule in respect of amounts due from me
- Prescribed Information for your Deposit
- MyDeposits Terms & Conditions

These documents are attached to the emails that I have received from Houseman Properties in conjunction with this tenancy application.

Signed by the Tenant(s):

Sian Knapp



30th of April 2024 15:52:36 UTC

Audit Trail

Document ID: CO662A4DC27667314985941714048450
Status: Completed

Note: All times are in UTC/GMT

April 25, 2024

- 12:34:11 Document Created
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- 12:37:29 Document viewed by Emma Phillips
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ip: 178.239.192.144
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- 15:07:46 Document viewed by Emma Phillips
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April 26, 2024

- 06:54:31 Document viewed by Emma Phillips
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- 12:19:50 Document viewed by Sian Knapp
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April 30, 2024

- 15:52:10 Document viewed by Sian Knapp
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May 9, 2024

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