

Mr Gary Withers and Mrs Hilary Withers
Cuckoo Hall
Park Lane
Knebworth
Herts
SG3 6PP

08 October 2015

Dear Mr and Mrs Withers

Re: The Cottage Cuckoo Hall Park Lane Knebworth Herts SG3 6PP

We write to confirm that your tenant(s) Mrs Sharon Kim Hawley has/have renewed their contract at the above property from 25 October 2015 on a 6 months tenancy agreement.

On month four of the tenancy agreement we will contact the tenants to find out their intention on expiry of the contract.

The rental payment of £1000.00 is due on 25th of each month and we will pay you out, less agents commission soon after that date.

Enclosed is a copy of the tenancy agreement for your records.

We would like to take this opportunity to thank you for using Mather Marshall.



Serena Bennett BA (Hons) for
Mather Marshall Letting Agents

ASSURED SHORTHOLD TENANCY AGREEMENT

for letting a residential dwelling

The Cottage Cuckoo Hall Park Lane Knebworth Herts SG3 6PP

Important Notes for Tenants

- This tenancy agreement is a legal and binding contract and the Tenant is responsible for payment of the rent for the entire agreed term. The agreement may not be terminated early unless the agreement contains a break clause, or written permission is obtained from the Landlord.
- Where there is more than one tenant, all obligations, including those for rent and repairs can be enforced against all of the tenants jointly and against each individually. Where the tenancy is subject to deposit protection then joint tenants may have to nominate a lead tenant to act on their behalf with the Landlord or Tenancy Deposit Scheme provider or their alternative dispute resolution service provider.
- If you are unsure of your obligations under this agreement, then you are advised to take independent legal advice before signing.

General Notes

1. This tenancy agreement is for letting furnished or unfurnished residential accommodation on an assured shorthold tenancy within the provisions of the Housing Act 1988 as amended by Part III of the Housing Act 1996. As such, this is a legal document and should not be used without adequate knowledge of the law of landlord and tenant.
2. Prospective tenants should have an adequate opportunity to read and understand the tenancy agreement before signing in order for this agreement to be fully enforceable.
3. This agreement may be used for residential tenancies of three years or less. Agreements for tenancies of a longer duration should be drawn up by deed.
4. Section 11, Landlord and Tenant Act 1985 - these obligations require the Landlord to keep in repair the structure and exterior of the dwelling, and to keep in repair and proper working order the installations for the supply of water, gas and electricity and the installations in the Property for space heating and heating water.
5. Section 196 of the Law of Property Act 1925 provides that a notice shall be sufficiently served if sent by registered or recorded delivery post (if the letter is not returned undelivered) to the Tenant at the Property or the last known address of the Tenant or left addressed to the Tenant at the Property.
6. This agreement has been drawn up after consideration of the Office of Fair Trading's Guidance on Unfair Terms in Tenancy Agreements.
7. If you accept a tenancy deposit under this tenancy, it must be dealt with in accordance with the statutory rules under sections 212-215 of the Housing Act 2004, as amended by the Localism Act 2011. Take advice if necessary.
8. Where the tenancy becomes a periodic tenancy at the end of the fixed term period the tenant is required to give at least one month's notice in writing ending on the last day of a period of the tenancy in accordance with the common law rules. The landlord is required to give at least two months' notice in accordance with the statutory rules prescribed by Section 21 of the Housing Act 1988.

More Information

For more information on using this tenancy agreement please refer to the 'Letting Information Point' on our website. Website address:
www.letlink.co.uk

**The
Letting Centre**

Initials: *gu*

Date: 25 October 2015

THIS AGREEMENT is made on the date specified below BETWEEN the Landlord and the Tenant. It is intended that the tenancy created by this Agreement is and shall be an assured shorthold tenancy within the meaning of the Housing Acts

Date 25 October 2015

Landlord(s) Mr Gary Mark Withers and Mrs Hilary Tracy Withers

Landlord's Address Cuckoo Hall Park Lane Knebworth Herts SG3 6PP

Note: Under s. 48, Landlord and Tenant Act 1987, notices can be served on the Landlord at the above address

Tenant(s) Mrs Sharon Kim Hawley

Property The dwelling known as The Cottage Cuckoo Hall Park Lane Knebworth Herts SG3 6PP

Contents The fixtures and fittings at the Property together with any furniture, carpets, curtains and other effects listed in the Inventory

Term For the term of six months commencing on 25 October 2015

Rent £1000.00 per calendar month

Payment in advance by equal payments on the 25th of each month day of every month

Deposit A deposit of £1000.00 is held. It is protected by the following scheme: The Deposit Protection Service, www.depositprotection.com

1. The Landlord agrees to let and the Tenant agrees to take the Property and Contents for the Term at the Rent payable as above
2. The Tenant pays the Deposit as security for the performance of the Tenant's obligations and to pay and compensate the Landlord for the reasonable costs of any breach of those obligations. It is specifically agreed that this money is not to be used by the Tenant as payment for any rent due under this agreement. No interest shall be payable on this Deposit. The balance of the Deposit to be paid to the Tenant as soon as reasonably possible after the conclusion of the tenancy, less any reasonable costs incurred for the breach of any obligation as agreed with the Tenant, or decided by the Court or by the appropriate deposit scheme (details of which are contained in the scheme's deposit information leaflet and website)

The Tenant agrees with the Landlord:

3. Rent & charges

- (3.1) To pay the Rent on the days and in the manner specified to the Landlord. Interest may be payable on any late rental payments
- (3.2) To pay promptly to the authorities to whom they are due, council tax, water and sewerage charges, gas, electric and telephone (if any) relating to the Property, where they are incurred during the period of the agreement, including any which are imposed after the date of this Agreement (even if of a novel nature) and to pay the total cost of any re-connection fee relating to the supply of water, gas, electricity and telephone if the same is disconnected. The Tenant agrees to notify the Landlord prior to changing supplier for any of the utility services stated above
- (3.3) That in the case of a breach of the terms of the tenancy by the Tenant, a reasonable administrative charge may be made in addition to the costs of any remedial work, in order to compensate the Landlord or his Agent his reasonable expenses

4. Use of the Property

- (4.1) Not to assign, sublet, part with possession of the Property, or let any other person live at the Property
- (4.2) To use the Property as a single private dwelling and not to use it or any part of it for any other purpose nor to allow anyone else to do so
- (4.3) Not to receive paying guests or carry on or permit to be carried on any business, trade or profession on or from the Property
- (4.4) Not to do or permit or suffer to be done in or on the Property any act or thing which may be a nuisance, damage or annoyance to a person residing, visiting or otherwise engaged in lawful activity or the occupiers of the neighbouring premises
- (4.5) Not to keep any cats or dogs at the Property and not to keep any other animals, reptiles or birds (or other living creatures that may cause damage to the Property, or annoyance to neighbours) on the Property without the Landlord's written consent. Such consent, if granted, to be revocable, on reasonable grounds by the Landlord
- (4.6) Not to use the Property for any illegal or immoral purposes
- (4.7) Where the Landlord's interest is derived from another lease ("the Headlease") then it is agreed that the Tenant will observe the terms in the Headlease applicable to the Property. A copy of the Headlease, if applicable, is attached

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Date: 25 October 2015

5. Repairs

- (5.1) Not to damage the Property and Contents and not to make any alteration or addition to the Property without the written permission of the Landlord, such permission not to be unreasonably refused
- (5.2) To keep the interior of the Property and the Contents in at least as good and clean condition and repair as they were at the commencement of the tenancy, with fair wear and tear excepted, and to keep the Property reasonably aired and warmed
- (5.3) To pay the reasonable costs reasonably incurred by the Landlord in replacing or repairing any furniture or other contents, lost, damaged or destroyed by the Tenant or, at the option of the Landlord, replace immediately any furniture or other contents, lost, damaged or destroyed by the Tenant, and not to remove or permit to be removed any furniture or other contents from the Property
- (5.4) That the Landlord or any person authorised by the Landlord may at reasonable times of the day on giving 24 hours' written notice (unless in the case of an emergency) enter the Property for the purpose of inspecting its condition and state of repair
- (5.5) To keep the gardens (if any) driveways, pathways, lawns, hedges, rockeries and ponds in good and safe condition and as neat tidy and properly tended as they were at the start of the tenancy and not to remove any trees or plants
- (5.6) To replace all broken glass in doors and windows damaged during the tenancy where the damage has been caused by the Tenant, a member of the Tenant's family or their guests
- (5.7) Not to alter or change or install any locks on any doors or windows in or about the Property or have any additional keys made for any locks without the prior written consent of the Landlord, such consent not to be unreasonably withheld, and the cost of providing a set of keys for the Landlord to be met by the Tenant
- (5.8) To notify the Landlord promptly of any disrepair, damage or defect in the Property or of any event which causes damage to the Property
- (5.9) Not to affix any notice, sign, poster or other thing to the internal or external surfaces of the Property in such a way as to cause damage
- (5.10) To take all reasonable precautions to prevent frost damage at the Property and to keep the Property adequately heated and ventilated to prevent damage caused by condensation
- (5.11) In order to comply with the Gas Safety Regulations, it is necessary:
- (a) that the ventilators provided for this purpose in the Property should not be blocked
 - (b) that brown or sooty build-up on any gas appliance should be reported immediately to the Landlord
- (5.12) Not to cause any blockage to the drains, pipes, sinks or baths
- (5.13) To keep the chimneys swept (where applicable) and the windows cleaned as often as necessary and in any event in the last week of the tenancy
- 5.14 Not to introduce into the Property any portable electric heaters or portable heaters fired by liquid or bottled gas fuels without the Landlord's written consent
- (5.15) That the Tenant shall be responsible for testing all smoke detectors fitted in the Property on a regular basis and replace batteries as necessary.
- (5.16) To maintain and be responsible for the repair and maintenance of the television aerials, satellite dish and similar reception devices (if any) in the Property. The Landlord shall not accept responsibility for unsatisfactory radio or television reception.
- (5.17) To keep all electric lights in good working order and in particular to replace all fuses, bulbs, fluorescent tubes as and when necessary. Also any replaceable or disposable filters, vacuum bags etc, to be replaced, at the end of the tenancy
- (5.18) To take all reasonable and practical steps to keep the Property free from infestation by vermin. This is to include the regular moving of large items of furniture including sofas, beds (where applicable) to ensure they remain free of infestation. In the event of the Tenant's failure to do so, the Tenant shall indemnify the landlord for all reasonable costs and expenses incurred in taking appropriate remedial steps and making good any damage

6. Other tenant responsibilities

- (6.1) Within seven days of receipt thereof, to send to the Landlord all correspondence addressed to the Landlord or the owner of the Property and any notice order or proposal relating to the Property (or any building of which the Property forms part) given, made or issued under or by virtue of any statute, regulation, order, direction or bye-law by any competent authority
- (6.2) To pay the Landlord fully for any reasonable costs or damage suffered by the Landlord as a consequence of any breach of the agreements on the part of the Tenant in this Agreement
- (6.3) Within the last two months of the tenancy to permit the Landlord or any person authorised by the Landlord at reasonable hours in daytime to enter and view the Property with prospective tenants or purchasers, having first given the Tenant a reasonable period of notice
- (6.4) That where the Property is left unoccupied, without prior notice in writing to the Landlord or Agent, for a prolonged period, the Tenant has failed to pay rent for that period, and has shown no intention to return, the Landlord may treat these actions as a surrender of the tenancy. This means that the Landlord may take over the Property and re-let it

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7. End of tenancy

(7.1) To return the Property and Contents at the end of the tenancy in the same clean state or condition as they were at the commencement of the tenancy and which may include the following:

- a) No dust anywhere in the property (including all outbuildings)
- b) All appliances, furniture, fixtures and fittings within the confines of the property to be thoroughly clean inside and outside as appropriate
- c) Spaces behind all movable appliances to be thoroughly clean
- d) Kitchen, bathroom toilet suites to be free of staining and of limescale
- e) No cobwebs anywhere in the property (including all outbuildings)
- f) Floors to be thoroughly clean and if appropriate polished or oiled
- g) All soft furnishings including carpets, mattresses, upholstered furniture and cushion covers to be professionally cleaned and trade receipts not more than 3 days old provided to the Inventory Clerk
- h) Walls and woodwork to be free of marks and stains
- i) Gardens to be neat and tidy with lawns mown and edged flowerbeds dug and weed free patios, paths and driveway swept and weed free and all rubbish removed from the property
- j) All garden equipment and tools to be cleaned and oiled as appropriate

and agrees that all breaches of the above standards are to be remedied by the Landlord's Agent's contractors at the Tenant's expense

(7.2) To leave the Contents at the end of the tenancy in approximately the same places in which they were positioned at the commencement of the tenancy

8. The Landlord agrees with the Tenant that:

(8.1) The Landlord shall permit the Tenant to have quiet enjoyment of the Property without interruption by the Landlord; however this does not preclude the Landlord from taking action through the courts should the Tenant fail to pay the Rent due or be in breach of the Tenancy Agreement

(8.2) In the event that the Property is rendered uninhabitable by fire, flood or any other risk which the Landlord has insured, other than where the damage has been caused by the act or omission of the Tenant, his family or his visitors then the parties will consider this agreement as frustrated and terminated subject to the right of the Tenant to recover any rent paid in advance for the period after the termination

9. The Landlord may apply to the court to end this tenancy and re-enter the Property if:

- (a) the Tenant does not pay the Rent (or any part of it) within 14 days of the date on which it is due; or
- (b) the Tenant does not comply with the obligations set out in this Agreement; or
- (c) the Landlord was induced to grant the tenancy by a false statement; or
- (d) any of the Grounds specified in Schedule 2 of the Housing Act 1988 (as amended) apply to this tenancy

This termination clause operates subject to the proviso that the Landlord must obtain a court order before re-entering the Property

IMPORTANT. Only the Court can order the Tenant to give up possession of the Property

10. The Landlord agrees to carry out any repairing obligations as required by section 11 of the Landlord and Tenant Act 1985 (see note 4)

11. In this Agreement, unless the context otherwise requires, the following expressions shall have the following meanings:

"The Landlord" includes the persons who during the period of the tenancy have a legal interest in the Property

"The Tenant" includes those who might inherit the tenancy. Whenever there is more than one Tenant all covenants and obligations can be enforced against all of the Tenants jointly and against each individually. This means that any one of the members of a joint tenancy can be held responsible for the full rent and other obligations under the agreement if the other members do not fulfil their obligations

12. The parties agree:

(12.1) Notice is hereby given that possession might be recovered under Ground 1, Schedule 2 of the Housing Act 1988 if applicable. That is, that the Landlord used to live in the Property as his or her main home; or intends to occupy the Property as his or her only or main home

(12.2) The tenancy may be brought to an end if the mortgagee requires possession on default of the borrower under Ground 2, Schedule 2 of the Housing Act 1988

(12.3) Before the Landlord can end this tenancy, he shall serve any notice(s) on the Tenant in accordance with the provisions of the Housing Acts. Such notice(s) shall be sufficiently served if served in accordance with section 196 of the Law of Property Act 1925 (see note 5)

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(12.4) Whilst the Landlord shall make every effort to keep the Tenant's personal details safe and secure, it may be necessary to share such information with trusted third parties such as utility companies, maintenance contractors, credit and referencing agencies and debt collection companies etc. The Landlord will not divulge personal contact details to any third party organisation for marketing purposes without prior approval

13. The Property is let together with the special conditions (if any) listed in the First Schedule attached hereto

THE FIRST SCHEDULE (N.B. Clauses in this section have been individually negotiated)

Special conditions: If the tenant does not wish to remain in the property after the end of the fixed term then one month's prior notice to quit should be given in writing. This notice must coincide with the rental due date and must be received on or before the rental due date. Should the tenancy continue on a monthly periodic tenancy after the fixed term then one month's notice in writing to quit the property will also be applicable. This notice must coincide with your rental due date and must be received on or before the rental due date.

There will be a renewal fee for a fixed term Assured Shorthold Tenancy Agreement of £36.00 plus VAT £7.20 totalling £43.20 and a renewal fee of £50.00 plus VAT £10.00 totalling £60.00 for a Statutory Periodic Tenancy (Month to Month)

Should you change your Gas or Electricity supplier you must inform Mather Marshall Letting Agents in writing of the new details.

A check out fee will payable at the end of your tenancy. The current check out fee for this property is £70.00

However, this fee may be subject to change and you will be notified of the correct check out charge in a letter prior to your end of tenancy check out.

As part of the terms of your tenancy you must take out Contents Insurance to protect the Landlords belongings

Agree to allow Mather Marshall to disclose the details of this tenancy including the tenants name and address to third party companies involved in the management or supply of services relating to the property.

Mather Marshall Letting Agents will carry out regular house visits of the property (two or three monthly) and will wish to access the property on a Monday or Tuesday during office hours. We will endeavour to arrange these appointments with you present, should you so wish, however, you will need to contact the office to advise that you are wishing to be present. Should the house visit not be able to be arranged at a mutually convenient time, we will access with a key giving at least 24 hours notice in writing as per clause (5.4)

If a reference request is received by a third party on behalf of the tenant, Mather Marshall Letting Agents will answer enquiries to help in their investigations. All questions will be answered truthfully and may include financial and legal information.

SIGNED on behalf of the LANDLORD(S) :-

.....
W. Styles

Date: 25 October 2015

In the presence of:-

Name
S. Banks

Address: Mather Marshall Letting Agents

129a High Street, Stevenage, Herts. SG1 3HS

Occupation
Letting Agents

Witness Signature
S. Banks

SIGNED by the TENANT(S) :-

.....
Sham Hawley

Date: 25 October 2015

In the presence of:-

Name
S. Banks

Address: Mather Marshall Letting Agents

129a High Street, Stevenage, Herts. SG1 3HS

Occupation
Letting Agents

Witness Signature
S. Banks

*N.B. Any counterpart tenancy agreement should be signed and dated by all tenants