

1. Be aware of your fellow tenants; especially if you have only just met them. You might become liable for their problems.
2. At the outset, and throughout the let ensure you communicate with the landlord/agent – do not ignore correspondence.
3. Be truthful with your application – lying on an application form is a ground for eviction.
4. Be prepared to be referenced and/or get a Guarantor, ensure the Guarantor won't fail.
5. Check the legitimacy of the landlord.
6. be aware of deposits:-
 - a. deposits limited to 1 week for holding deposit; 5 weeks for security deposit.
 - b. security deposit must be protected within 30 days
 - c. tenant must be informed within 10 days of potential deductions at ends of let.
7. Check the Tenancy Agreement carefully; you will be liable for everything you have signed for. Be aware of joint and several liability – you might be liable for your fellow tenants.
8. Carefully check an inventory/check-in report; you will be liable for damage/return to original condition at the end.
9. During the let:-
 - a. communicate; communicate; communicate.
 - b. Always pay the rent. Withholding rent is legal if you have a genuine, continuing unresolved problem that has been reported correctly to the landlord/agent.
Else withholding the rent for no good reason might get you evicted – and the council WON'T rehouse you.
 - c. Ensure all the bills are paid promptly. Students, get Council Tax exemption. Not paying bills can get you a CCJ.
 - d. Tenant has a legal liability to act in a 'Tenant like manner' (*Warren v Keen; 1953 and Landlord & Tenant Act 1985*)
 - e. Be respectful of your fellow tenants and neighbours. Anti-Social Behaviour is a ground for eviction.
 - f. Comply with all the terms of the AST. Especially, don't take in a lodger
10. Responsibilities and liabilities:-

Matter	Landlord/ Agent	Tenant
Initial state of the property (including all necessary certificates)	✓	
Agree the initial inventory/check-in report	✓	✓
Prove <i>Right to Rent</i> status	✓	✓
Insurance:-		
1) Property/landlords contents	✓	
2) Tenants contents		✓
Maintenance:-		
1) Structure/exterior	✓	
2) Minor maintenance – change bulbs; unblock sinks; gardens; clean, etc		✓
Regular inspections	✓	
Report problems as they arise		✓
Must allow access (provided appropriate notice has been given)		✓
Pay rent, on time, in full		✓
Problems with benefit/Universal Credit/grant	✓	✓
Final state of the property:-		
1) Damage/cleanliness		✓
2) Property maintenance	✓	
3) Agree final charges	✓	✓

11. At the end of the let:-
 - a. Get the property back to the inventory condition; allowing for fair wear and tear.
Typical problems - get rid of all Blu tack; clean the oven; return ALL keys; pay all the outstanding bills.
 - b. Agree any monies due to the landlord.
 - c. Don't be frightened of using arbitration – even if no deposit taken. No evidence will result in a loss of a claim.
9. Where to get advice:-
 - a. Property Redress scheme for agents. ARLA, etc if agent is a member.
 - b. Student Accommodation Office.
 - c. Citizens Advice Bureau (CAB)
 - d. Shelter
 - e. Gov.uk/ *How to Rent* Booklet
 - f. A landlord association.