SALISBURY NHS FOUNDATION TRUST

**ASSURED SHORTHOLD TENANCY**

**For all types of accommodation, furnished or unfurnished**

The following expressions are being defined for convenience. They shall bear the appropriate meanings unless the context in which they are being used is inconsistent with that meaning.

|  |  |
| --- | --- |
| Commencement date of the Agreement*(as agreed*) |  |
| Tenant*(insert name )* |  |
| Premises*(insert address of premises)* |  |
| Rent*(complete as necessary)* |  |
| Deposit*(insert amount of deposit if required)* |  |

|  |  |
| --- | --- |
|  |  |

1.The Landlord agrees to let the Premises for 6 months from the start date and the Tenant agrees to take the Premises for the Term and at the Rent specified from the Commencement Date. The Tenancy will continue after this period until it is brought to an end by service of a notice on either party.

2. This Agreement creates an Assured Shorthold Tenancy within Part I Chapter 11 of the Housing Act 1988, as amended by Part III of the Housing Act 1996, and the provisions for the recovery of possession by the Landlord in Section 21 thereof apply accordingly, save where the Landlord serves a notice under paragraph 2 of Schedule 2A of that Act and is to record the terms of the tenancy agreed on the date which has been stated above between Salisbury NHS Foundation Trust (who for convenience will be called ‘the Landlord) of Salisbury District Hospital Salisbury Wiltshire and the Tenant who is named above

3. This tenancy includes the use of the Landlord’s furniture (if any), fixtures (if any) and fittings (if any).

4. Details of the Tenancy Deposit Scheme to which the Landlord/Agent subscribes are given in the documentation annexed hereto receipt whereof the Tenant hereby acknowledges.

**SIGNATURES**

**DATE:**

Signed by Landlord (on behalf of) …………………………………………………………………………………..

Salisbury NHS Foundation Trust

Salisbury Hospital

Odstock Road

Salisbury

SP2 8BJ

**Signed by Tenant: ………………………………………………………………………...**

**Tenant printed name**: **…………………………………………………………………...**

**GENERAL TENANCY CONDITIONS**

 **TENANT’S OBLIGATIONS**

**THE TENANT AGREES WITH THE LANDLORD:**

**4.1 RENT**

4.1.1The rent is capable of being reviewed at any time (time not being of the essence)by service of a notice specifying and increased rent to become payable on the 1st April of each year Or two months after the date of service of the notice

4.1.2 To pay the Rent to the Landlord at the times and in the manner specified without any deductions or abatement whatsoever and such Rent shall be paid via salary or receipt of invoice produced. To pay interest at the rate of 8% per annum on any Rent or part thereof in arrears for more than 7 days calculated from the date upon which such Rent or part thereof was due to be paid to the date upon which it is actually paid. To pay all Landlord administration charges connected with the late payment. These are £24 inc vat for each and every occurrence. That if the Rent or any part thereof is still outstanding fourteen days after becoming due the matter will be passed directly to the Landlords solicitors and the Tenant will be responsible for the further payment of all Landlord administration charges associated therewith. That any person other than the Tenant who pays the Rent or any part thereunder due to the Landlord shall be deemed to have made such payment as agent for and on behalf of the Tenant which the Landlord or Agent shall be entitled to assume without enquiry.

4.1.2 That where more than one person is comprised for the time being in the expression ‘the Tenant’ the Rent shall be paid by either or both salary deductions or receipt of invoice produced.

**4.2 DEPOSIT**

4.2.1 The Tenant shall not be entitled to withhold the payment of any instalment of rent or any other monies payable under this Agreement or any part of the same on the ground that the Landlord has in his or his Agent’s possession monies in respect of the Deposit.

4.2.2 The Landlord acknowledges that the deposit referred to in Clause 1.2 has been paid by the Tenant to the Landlord or Agent and that such deposit will be held and/or dealt with in accordance with the Tenancy Deposit Schemes as provided for in the Housing Act 2004 and the Localism Act 2011. Subject thereto the Landlord shall have a right to claim against the deposit for:-

4.2.3 Any damage or compensation for damage to the Premises its Fixtures and Fittings or for missing items for which the Tenant may be liable, subject to an apportionment or allowance for reasonable fair wear and tear and for the age and condition of each and any such item at the commencement of the Tenancy.

4.2.4 The fair costs incurred in compensating the Landlord for, or for rectifying or remedying or enforcing any breach by the Tenant of his obligations under this Agreement, including those relating to the cleaning of the Premises its Fixtures and Fittings, and any additional charges/expenses incurred by the Landlord or Agent relating thereto or by legal/professional advisers.

4.2.5 Any unpaid accounts for utilities or water charges or other similar services or Council Tax incurred at the Premises for which the Tenant is liable

4.2.6 Any instalment of rent or other money lawfully due or payable by the Tenant under this Agreement which remains unpaid after the end of the Tenancy

4.2.7 Any other breach on the part of the tenant of the Tenants obligations under this Agreement, in the interest of clarity this includes any act or omission on behalf of any permitted occupier or visitor to the premises.

4.3.1**Details of the Tenancy Deposit Scheme to which the Landlord subscribes are given in the documentation annexed hereto receipt whereof the Tenant hereby acknowledges**

4.3.2 At the determination of the Tenancy the parties will use their best endeavours acting in good faith to agree the deductions which should be made from the deposit and will in any event, within thirty days of the termination of the Tenancy, notify the Agent of what sums/issues remain in dispute

4.3.3 The Landlord will as soon as reasonably practicable after such notification, refer the dispute to the administrator of the Tenancy Deposit Scheme subscribed to who will then determine matters in accordance with the provisions of that scheme. Such a referral does not prejudice the rights of the Tenant to make his own separate or additional referral following the termination of the Tenancy. This does not prejudice either party’s rights to apply to court.

**4.3 Utilities**

4.3.1 To pay for all Rates taxes impositions outgoings and other charges which are now or which may at any time hereafter be assessed charged or imposed on the Premises or the Occupier of it during the Tenancy (including gas electricity oil telephone and water rates) In the case of a Tenant who is also an employee of the Landlord (or any Health Authority or NHS Trust which acts as the Landlords agent) the Landlord may deduct any charges from the Tenant’s salary or wage. The Tenant also agrees to settle all outstanding accounts with such services immediately before the termination of this Agreement.

4.3.2 Not to tamper interfere with alter add to the gas electrical and water installations and meters in or serving the premises or to change utilities suppliers

**4.4 REPAIR AND MAINTENANCE**

The Tenant agrees:

4.4.1 To keep the interior of the Premises in as good state of repair and condition as the Premises are in at the commencement of the Term. Fair wear and tear and damage excepted unless the same shall result from any act or omission on the part of the Tenant or any persons residing or sleeping in or visiting the Premises

4.4.2 To promptly advise, (and in any event within three days), verbally report through the reporting procedures any damage destruction repair or renovation work that may become necessary on or to the Premises or to the Landlords fixtures, fittings and equipment

4.4.3 To be responsible for ensuring that any and all smoke detectors fitted to the Premises are checked regularly

4.4.4. Not to keep or use any paraffin heater, liquefied petroleum gas heater portable gas heater open element electric fires candles joss sticks and all such other fire hazards in the Premises

4.4.5 Not to damage or overload any wires cables apparatus or installation relating to the services serving the Premises.

4.4.6 The Tenant will observe all rules and regulations which the Landlord may make from time to time and bring to the notice of the Tenant (in the Tenant’s handbook or otherwise) either for the security and good management of the building of which the Premises form part or in common interest of all occupiers

**4.5 GARDEN**

4.5.1 To keep the garden (if applicable) neat and free from weeds and to keep the grass and lawns regularly mown. To keep all hedges shrubs and bushes regularly trimmed. To keep all borders howsoever stocked regularly maintained and to ensure that all fallen leaves are picked up and suitably disposed of. To ensure that no trees shrubs or plants are lopped cut down or removed from the garden. Throughout the Tenancy not to alter the character of the garden with the exception of normal pruning.

**4.6 CLEANING**

4.6.1 To keep the interior of the Premises in as good and clean state and condition as the Premises are in at the commencement of the Term

4.6.2 To keep the drains and pipes of the Premises clear at all times – to ensure that no oils, fats or foodstuffs are put down the sink.

4.6.3 To ensure that all rubbish is removed from the Premises and to place any such rubbish in bins provided.

4.6.4 To keep all common areas if any and to include yards, passageways alleys and stairs free from rubbish and obstruction at all times

4.6.5 To be responsible for the reporting of any infestation which includes but not confined to rats mice squirrels moles bees wasps hornets flies ants woodlice slugs moths, (including house moths)

4.6.6 That at the end of the Tenancy the Premises will be cleaned by the Tenant in accordance with the Landlord’s cleaning specification a copy of which is attached hereto and the cleaning must be undertaken at the end of the Tenancy. If the cleaning fails to meet the standard of the Landlord’s specification then the Agent will instruct cleaners to clean the Premises to the required specification standard the cost for which will be met from the Tenant’s Deposit. The decision of the Landlord will be final in the determination of the cleaning standard and specification.

4.6.7 That at the end of the Tenancy all the carpets in the Premises shall be fully professionally cleaned and paid for by the Tenant from the Deposit unless a receipt is provided to the Landlord no later than three days after the final date of the Tenancy howsoever that shall be determined. The decision of the Deposit Agent shall be final.

**4.7 USER AND USE RESTRICTIONS**

4.7.1 To use the Premises only as a single dwelling and not to carry on or permit to be carried on upon the Premises any profession trade or business whatsoever. Nor use it for any improper immoral or illegal purpose nor to do or suffer to be done in the Premises or elsewhere anything which may be or become a nuisance annoyance or inconvenience to the Landlord or the tenants or the occupiers of any neighbouring premises

4.7.2 Not to hold or allow to be held any meetings of whatever nature on the Premises such as to cause a nuisance to the Landlord or any neighbouring property.

4.7.3 Not to smoke or permit any guest to smoke tobacco or any other substances outside of the Premises or otherwise consume in or about the Premises during the continuance of this Tenancy any controlled substance the use of which may hereinafter be prohibited or restricted by statute and in the event of any breach of this condition then the Landlord shall be entitled to absolutely determine this Agreement without prejudice to the Landlord’s right to enforce all of the provisions set out.

4.7.4 Not to use Blutac or Cellotape or any other similar material for fixing posters pictures or any other wall or ceiling display or covering of whatever nature to any walls or other parts of the Premises. Failure to comply with this clause by the Tenant will result in the redecoration of the affected surfaces, the cost of which will be borne by the Tenant.

4.7.5 Not to permit any waste spoil or destruction of the Premises.

4.7.6. To act in accordance with the Trusts values & beliefs whilst residing in Trust property

4.7.7 To inform the Landlord of any changes in circumstances different to those held at the commencement of the Tenancy.

**4.8 ALTERATIONS**

4.8.1 Not to make any additions or alterations to the Premises or erect any new buildings thereon and not cut maim or injure any of the walls or timbers of the Premises or suffer or permit the same to be done and not to pull down alter add or in any way interfere with the construction or arrangement of the Premises (including satellite dishes).

4.8.2 Not to alter the internal or external decoration or decoration scheme or colours of the Premises without the prior written consent of the Landlord

4.8.3 The Tenant agrees not to install or change any locks in the Premises

4.8.4 If any additional keys are made the Tenant will deliver all keys (original and additional) to the Landlord at the conclusion of the tenancy and in the event that any such keys have been lost the Tenant agrees to pay the Landlord all reasonable costs incurred by the Landlord to replace the locks to which the lost keys belong

4.8.5 If any lock is installed or changed at the Premises without the Landlord’s prior written consent then the Tenant will immediately provide a key to the replacement locks to the Landlord and further agrees to deliver to the Landlord all keys at the determination of the Tenancy. Should the replacement locks be of an inferior quality or cost the Tenant agrees to reimburse the Landlord in full to reinstate locks to the original quality inclusive of any labour costs

**4.9 ASSIGNMENT SHARING AND SUBLETTING**

4.9..1 The Tenant agrees not to assign sublet part with or share the Premises with any persons other than the persons named as the Tenant or any other person approved of in writing by the Landlord to occupy or reside in the Premises.

4.9.2 Not to take in Lodgers or Paying Guests without the Landlord’s written consent.

4.9.3 Not permit any visitor to stay for a period of more than three days unless in exceptional circumstances within any one month period

**4.10 USAGE**

Not to carry out any Trade or Business or Profession at the Premises but to use the Premises as a single private residence only

**4.11 ILLEGAL AND IMMORAL USAGE**

Not to use the Premises for any Illegal, Improper or Immoral use or use or consume in or about the Premises any prohibited or controlled substances or any of the drugs mentioned in the **Misuse of Drugs Act 1971**

**4.12 INSPECTIONS AND ACCESS**

## 4.12.1 The Landlord (and where appropriate his agents and employees) will also be entitled to enter the Premises to examine its condition to undertake any repairs decoration cleaning or alterations to the Premises and to undertake any repairs decorations or alterations to adjoining property where such repairs decoration or alterations cannot be conveniently carried out without such access. Reasonable efforts will be made to inconvenience the Tenant as little as possible

4.12.2 To allow the Premises to be viewed throughout the Tenancy by the Landlord or any person acting on behalf of the Landlord for the purpose of showing a prospective tenant the Premises

**4.13 FROST PROTECTION**

To take all necessary measures at all times to prevent damage by weather conditions or otherwise to the central heating systems cisterns pipes ducts and other installations in or about the Premises including draining the system or leaving it working during any period in which the Tenant is temporarily away from the Premises. The Tenant agrees to reimburse the Landlord any costs to repair the damage caused of whatever nature to the Premises which occurs by any breach of this Agreement.

**4.14 RESTRICTIONS ON NOISE**

4.14.1 Not to make or allow to be made any noise or play any radio television set or other music systems or musical instruments or hold a party in or about the Premises such as to be audible outside the Premises between the hours of 10pm and 9am and further not to disturb the use and enjoyment of adjoining properties in any way whatsoever.

**4.15 ANIMALS AND PETS**

Not to keep any animals fish reptiles birds or any other such insects on the Premises

**4.16 ABSENCE FROM THE PREMISES**

Whenever the Premises is left unattended, the Tenant agrees to fasten securely all locks fitted to doors and windows permitting access to the Premises.

**4.17 END OF TENANCY**

4.17.1 To leave the Landlord’s Fixtures and Fittings at the end of the tenancy in a similar condition in which they were at the commencement of the tenancy

4.17.2 To return the keys of the Premises to the Landlord on the agreed termination date, or at the end of the tenancy, whichever is sooner, and to pay for any reasonable charges incurred by the Landlord in securing the premises against re-entry where the keys have not been returned

4.17.3 To remove all of the tenant’s goods belonging to him or of the Tenant’s household prior to the determination of this Agreement. If any of the Tenant’s goods or any goods belonging to members of the Tenant’s household have not been removed from the Premises at the time of expiration or sooner determination of the Tenancy, the Tenant agrees

4.17.4. To pay the Landlord damages at a rate equal to the daily rent payable on the Premises until the Tenant has removed all such goods and;

4.17.5 To pay to the Landlord any additional reasonable expenses incurred by the Landlord in checking the Inventory (which cannot be checked until all goods belonging to the Tenant or members of his household have been removed)

4.17.6 The Tenant will remain liable for the rent and utility charges at the Premises until such time as the Premises has been returned to the Landlord or Landlord’s agent without any further hindrance by the tenant or any other occupier at the Premises

4.17.7 To pay the Landlord to dispose or any remaining belongings

4.17.8 As soon as is reasonably practicable just before or immediately after the determination of the tenancy to provide to the Landlord a forwarding or correspondence address (including email address)

**4.18 INSURANCE**

4.18.1 **The Tenant's belongings within the Premises are his responsibility to insure and not covered by any insurance policy maintained by the Landlord**

4.18.2As a condition of entering into this tenancy agreement the tenant shall: Ensure they have sufficient means to cover their liability for accidental damage to the landlord’s property, furniture, fixtures, and fittings” and be responsible for affecting any insurance the Tenant requires for their own possessions

4.18.3In the event of the Premises being broken into or damaged by a third party to immediately report the incident to the police and obtain a crime report or incident number and provide these details to the Landlord

4.18.4In the event of a claim on the Landlords insurance policy due to a breach of this agreement, and/or an act or omission on the part of the Tenant or their guest visitor or any other permitted occupant of the tenant, the Tenant agrees to reimburse the Landlord for any increase in premiums and/or and excess amount related to such claim

**5 LANDLORD’S OBLIGATIONS**

**THE LANDLORD AGREES WITH THE TENANT:**

**5.1 QUIET ENJOYMENT**

That the Tenant paying the Rent and performing the obligations on the Tenant’s part contained in this Agreement shall peacefully hold and enjoy the Premises during the Term.

**5.2 REPAIRS**

To keep in repair and proper working order all mechanical and electrical items including all washing machines, and other similar mechanical or electrical appliances belonging to the Landlord as are included in the said Fixtures and Fittings but not further or otherwise **PROVIDED** that this agreement shall not be construed as requiring the Landlord to carry out any works for which the Tenant is liable by virtue of his duty to use the Premises and the Fixtures and Fittings in a tenant like manner and **PROVIDED FURTHER** that the Tenant shall indemnify the Landlord or Landlords Agents in respect of the cost of repairs to such Fixtures and Fittings installations or items resulting from misuse by the tenant and/or his household, and/or his permitted occupier and/or his permitted visitor/s to the Premises howsoever caused.

**5.3 SAFETY REGULATIONS**

5.3.1 The Landlord confirms that the items within the Premises including Fixtures and Fittings and as detailed within the Inventory and Schedule of Condition comply with the **Furniture and Furnishings (Fire) (Safety) Regulations 1988** as amended in 1993.

5.3.2 The gas appliances at the premises comply **The Gas Safety (Installation and Use) Regulations 1998** of which a copy of the safety check Record will be in the Premises at the commencement of the tenancy where applicable.

5.3.3 The electrical appliances at the premises comply with the **Electrical Equipment (Safety) Regulations 1994**

**6 IT IS MUTALLY AGREED as follows:**

**6.1** Any agreement or obligation on the part of the Tenant (howsoever expressed) to do or not to do any particular act or thing shall also be construed as an obligation on the part of the Tenant not to permit or allow the same act on the part of any other person(s).

**6.2 Repair** This Agreement will take effect subject to the provisions of **Sections 11 to 16 of the Landlord and Tenant Act 1985** (as amended by the **Housing Act 1988**) which imposes on the Landlord obligations to repair the structure and exterior (including drains gutters and pipes) and certain installations for the supply of water electricity and sanitation (including basins sinks baths and sanitary conveniences and for space heating or heating water.

**6.3 Exclusion**

The Landlord will not be responsible or liable to compensate the Tenant or any third party for any losses financial or otherwise or inconvenience howsoever suffered due to the failure of any appliances or systems on the Premises or (if applicable) in the common part or any other part of the building of which the Premises form part due to any software or any operation system malfunction.

**6.4 Uninhabitable Property**

If the Premises are destroyed or rendered uninhabitable by fire or any other risk then rent shall cease to be payable until the Premises are reinstated and rendered habitable unless the insurance monies are irrecoverable in whole or in part by reason of any act or omission on the part of the Tenant. **Nothing in this clause obliges the landlord to provide alternative accommodation.**

**6.5 Reimbursement**

Where the Landlord is entitled to do anything at the cost or expense of the Tenant then the Tenant shall pay the amount incurred to the Landlord within 14 days of written demand or the Landlord may deduct the same from the Deposit in accordance with clause 4.

**6.6 Council Tax**

The Tenant shall pay the Council Tax in respect of the Premises (where applicable) provided always that in the event of the Landlord paying such tax whether under a legal obligation or otherwise the Tenant shall repay the same to the Landlord upon demand or such proportion thereof as may be determined by the Landlord as fair and reasonable.

**6.7 Forfeiture**

This clause sets out the circumstances under which the Landlord can recover possession of the property during the course of the tenancy. If the Landlord wishes to recover possession he or she may only do so after obtaining a possession order from the Court.

**6.7.1 Forfeiture/Breaches of this Agreement by the Tenant**

If at any time during the tenancy:-

a. The Tenant fails to pay the rent or any part of the rent more than 14 days after the payment falls due;

b. The Tenant fails to observe or perform any agreement or obligation under this agreement;

c. The Tenant becomes bankrupt or enters into a voluntary arrangement with his creditors;

d. The Tenant leaves the premises vacant or unoccupied for more than 14 days without the Landlord’s consent;

If any of the grounds listed in Schedule 2 of the Housing Act 1988 (as amended by the Housing Act 1996) being grounds 2, 8, 10, 11, 12, 13, 14, 15 or 17 apply. Then the Landlord will be entitled to take immediate steps to recover possession of the Premises from the Tenant by issuing proceedings for possession in the appropriate Court. In the event of the Landlord taking such action his other rights or obligations provided for in this agreement shall be unaffected unless the Court rules otherwise.

**7 Notices**

7.1.1 In the event this Tenancy becomes a periodic tenancy, the Landlord agrees that the Tenant can terminate the tenancy by giving the Landlord not less than one months’ notice in writing.

7.1.2 The Tenant agrees that the Landlord can terminate the tenancy by giving the Tenant not less than two months’ notice in writing in the following circumstances:

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| --- |
| Breach of Tenancy (as described above); Where the Tenant is an employee of the Landlord a Health Authority or an NHS Trust the date when such employment ceases;  |
| Where the Tenant is a full time student of the landlord a Health Authority an NHS Trust or other educational institution the date which such full time studies cease |

7.1.3 Any notices authorised required or served in accordance with this Agreement or under Act of Parliament relating to the Tenancy must be served either:

A. In accordance with the provisions as to the service of notices **in Section 196 of the Law of Property Act 1925** or;

B. By first class post addressed to the Tenant at the Tenanted Premises or last known address or;

C. Left addressed to the tenant at the Tenanted Premises or last known address.

This clause shall apply to any notices authorised or required to be served under this Agreement or under any Act of Parliament relating to the tenancy.

7.1.4 For the purpose of **Section 47 and 48 of the Landlord and Tenant Act 1987** the address at which any notices (including notices in any proceedings) may be served on to the Landlord by the Tenant, is as set out on page two of this Agreement, until the Tenant is notified in writing to the contrary.

ASSURED SHORTHOLD TENANCY AGREEMENT

**IMPORTANT INFORMATION**

 This agreement should not be used for a fixed term of more than three years; such an agreement would need to be made by deed. Please consult with a solicitor if this is the case.

 This agreement contains the terms and conditions of the Tenancy. It is an important document. Once signed by all parties and dated it will be legally binding. If you do not understand this agreement, or anything in it, we strongly recommend that you seek independent legal advice from a Solicitor, Citizens Advice Bureau or Housing Advice Centre.

This Agreement creates an Assured Shorthold Tenancy as defined by **Section 19A of the Housing Act 1988** as amended by the **Housing Act 1996**. Subject to the Landlord’s compliance with the HA 2004 the Landlord will therefore be entitled to recovery of possession of the premises in accordance with the provisions of **Section 21 of the Housing Act 1988** (as amended 1996) by serving upon the tenant at least two months’ notice in writing.

**Definitions**

The intention of this list is to provide help and guidance to explain or clarify some of the terms of this Agreement. It is not meant to be an exhaustive or comprehensive list. Where there is any doubt, only the court can decide on a definitive interpretation of any term, clause or any part of this agreement.

**“The Landlord(s)”** will include any person who holds an entitlement to the legal ownership of the Premises at the conclusion of the Tenancy which has hereby been created.

**“The Tenant”** will include all persons that have title under the tenant.

**“The Agent”** means Salisbury Lettings Ltd of 83-85 Crane Street, Salisbury, Wiltshire SP2 2PU. Or such other Agent as the landlord may appoint. Such definition maybe updated from time to time by notice in writing to the Tenant.

**“The Premises”** will include any parts or all of the Premises that the tenant is entitled to use within this agreement, and curtilage of the same, together with the garden, garage and parking space (if applicable), but excluding (add any parts excluded from tenancy)

References to the male gender will include the female gender.

References to the singular include the plural.

References to an Agreement refers to the tenancy created by this document.

**“The Term”** or **“The Tenancy”** includes the period from and including the Commencement Date to and including the Expiration Date and any extension or continuation thereof or any statutory periodic tenancy which may arise following the Expiration Date specified in clause 2 of this Agreement.

“**Water Charges**” includes references to sewage and environmental service charges.

The **“Fixtures and Fittings”** includes the Landlords fixtures fittings furniture and effects in the Premises including the floor ceiling and wall covering and all matters specified in the Inventory and Schedule and of Condition

Where the Tenant is more than one person, the Tenant's covenants are joint and several. The expression **“joint and several”** means that jointly the Tenants are responsible for the payment of all rent and all liabilities falling upon the Tenants during the tenancy or any extension thereof as well as any breach of the Agreement; and individually each Tenant is responsible for payment of all rent and all liabilities falling upon the Tenants as well as any breach of the Agreement, until all debts have been discharged in full.



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| https://www.depositprotection.com/media/1289/dpsphone.png?width=120&height=87 |     | Call us on 0330 303 0030We’re open and ready for your calls from 8am - 6.30pm Monday - Friday. |

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| https://www.depositprotection.com/media/1288/dpsenvelope.png?width=119&height=87    |     | Write to usIf you like doing things the traditional way, you can write to us at the following address.The DPSThe Pavilions,Bridgwater Road,Bristol, BS99 6AABS99 6AA  |
|   https://www.depositprotection.com/media/1287/dpsabroad.png?width=120&height=87  |     | Calling us from outside the UK?If you need to speak to us and are outside the UK, you can call us on +44 (0) 370 707 1677. Overseas customers can also call us using Skype's online calling service. To use Skype, just call the above number through your service. The cost of calls made through Skype may vary.Not all telephone operators in other countries have agreements to route calls to non-geographic UK numbers. |

 We Website address: [www.depositprotection.com](http://www.depositprotection.com)

**Website**

Cleaning schedules (as below) are displayed in all residences, where applicable. If however, you would like a rota to assist you and your colleagues; these can be obtained from the Accommodation Office.

**Residents Cleaning tasks for communal areas in flats & houses**

**Daily**

**Kitchen**

Washing up

Clean sink and drainer

Wipe worktops, cooker top / oven & microwave after each use

Clean washer/dryer thoroughly after every use

**Bathroom & toilet**

Rinse bath & basin after each use

Clean toilet & basin after each use

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**Weekly**

Clean inside of fridge

Vacuum all communal areas

Wash all floors (kitchen, bathroom & toilet)

**Bathroom**

Clean tiles above bath with bathroom cleaner / lime-scale remover

Rinse / clean shower head

**Monthly**

Defrost freezer

Clean oven with oven cleaner

Descale taps and draining boards with lime-scale remover

Remove cobwebs from walls, windows & lights in all communal areas

Clean all windows and window surrounds

Dust skirting boards, ledges and pipes in communal areas

Vacuum extractor fans (bathroom, toilets & kitchens)

**As and when required**

Remove rubbish, clean bin & lid

Wipe marks from walls, doors, doorframes, skirting boards, radiators, light switches etc.

**Upon inspecting the residences / cleaning audits, we feel that these guidelines are not being adhered to; we may feel it necessary to bring in our own cleaning assistants at a rate of £20 per hour. Total cleaning charges will be split between all tenants**

**Please remember, it is the responsibility of every tenant to keep all communal areas as well as your own rooms, clean & tidy. Failure to do so, may result in you being asked to leave Trust accommodation**