## **Letting Centre Forms and Agreements 2020**

Tenancy Agreements:	st Revised:
- General Tenancy Agreement - A01	2020
- Assured Shorthold Tenancy Agreement (Landlord/Let-only) - A02	2020
- Assured Shorthold Tenancy Agreement (Agent version) - A03	2020
- A03 – House in Multiple Occupation (Room Only) Agreement	2020
- Holiday Letting Agreement – A04	2017
- Company Letting Agreement - A05	2020
- Additional Clauses	2020
Other Agreements:	
- Deed of Guarantee - G02	2020
- Example Agency Agreement	2020
- Licence Agreement - A06	2020
- Contractor Terms and Conditions – A07	2018
- Garage Licence – A08	2018
Drafting and Guidance Notes:	
- Drafting and Guidance Notes for agreement A01	2020
- Drafting and Guidance Notes for agreements A02 & A03	2020
- Drafting and Guidance Notes for agreement A04	2013
- Drafting and Guidance Notes for agreement A05	2020
- Drafting and Guidance Notes for agreement A06	2020
- Drafting and Guidance Notes for Example Agency Agreement	2020
<ul> <li>Drafting and Guidance Notes for Guarantor Agreement</li> <li>Possession and Rent Arrears Guidance Notes</li> </ul>	2020
	2020
Professional Series Notices:	
Notices Required Under Housing Acts (1988, 2004):	2010
- Section 21 Prescribed Form - Form 6a (2019)	2019
- Notice of Possession (SECTION8)	2016 2008
<ul><li>Section 48 Notice (S48)</li><li>Notice of Prior Grounds (PRIOR)</li></ul>	2008
N .: D .: N D .: C (1. (010)	2008
N. C. A.	2018
<ul><li>Notice of Assured Tenancy (NOTIC_AS)</li><li>Notice Proposing Different Terms under s6 (NOTIC_S6)</li></ul>	2008
- Application Referring s6 Notice (RENTASS)	2015
- Notice of AST – Agricultural (NOTIC_LL)	2015
- Notice proposing AST – Form 8 (NOTIC_RA)	2015
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Other Notices	2010
- Notice to Quit (NTQ)	2018 2018
<ul><li>Notice of Right to Cancel</li><li>Abandoned Goods</li></ul>	
<ul><li>- Abandoned Goods</li><li>- Green Deal Acknowledgement (GREENDEAL)</li></ul>	2013 2013
<ul> <li>Green Dear Acknowledgement (GREENDEAL)</li> <li>Proof of Service Notice Seeking Possession (PROOF SERVICE)</li> </ul>	2013
POSSESSION)	2013
- Section 3 LTA 1985 – Notice of LL Transfer of Interest (S3)	2018
<ul> <li>Immigration Act 2014         — Notice of Eviction of Tenancy (SECTION 33D0 IMMIGRATION)</li> </ul>	(3) 2016
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ABANDON PROP - Notice of Intention to Take Over a Flat/House   2008	Professional Series Management Forms:	Last Revised
HBDATAPROTECT - Data Protection Authorisation Agreement – HB HOLDING DEPOSIT AGREEMENT LIREPORT – Inspection Report LEADTENDEC – Lead Tenant Declaration LEADTENDEC – Lead Tenant Declaration LEADGER – Accounting Ledger LENQ – Landlords Enquiry Log LENQ – Landlords Enquiry Log MAINTDET – Maintenance Details MIPORM – Inspection/ Call-out Details MIPORM – Inspection/ Call-out Details MILOG – Maintenance Report Log MREPORT – Maintenance Report Log MREPORT – Maintenance Report Log MREPORT – Maintenance Report SORDER – Standing Order Mandate SORDER – Standing Order Mandate SURRENDER – Declaration of Surrender SURRENDER – Declaration of Surrender MIPORM – Tenant Details TINFO - Standard terms and information for tenants MIPORM – Tenant Details TINFO - Standard terms and information for tenants MIPORM – Tenant Details MIPORM – MIPORM – DOCUMENT MAINTS – MIPORM MI	- ABANDON PROP - Notice of Intention to Take Over a Flat/House	2013
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- GASCHECK1 – To gas engineer. List of properties to check - GASCHECK2 – To tenants. Notification of date of gas check - GASCHECK3 – To tenants. Letter following lack of entry for check - GASLL – To landlord. Request to carry out check - GUARREN1 – To guarantor. Request for unpaid rents - GUARREN2 – To guarantor. Follow up letter and action - GUARRENQ – To guarantor. Please complete bank form - GUARRENQ – To tenant. Confirmation of holiday letting - HOLIDAY – To tenant. Confirmation of holiday letting - INSPRPT – Basic inspection report - LATE1 – To tenant. First late rent letter - LATE1 – To tenant. Letter of claim - LATE2 – To tenant. Section late rent – issue s8 notice  2018		
- GASCHECK2 – To tenants. Notification of date of gas check - GASCHECK3 – To tenants. Letter following lack of entry for check - GASLL – To landlord. Request to carry out check - GUARREN1 – To guarantor. Request for unpaid rents - GUARREN2 – To guarantor. Follow up letter and action - GUARRENQ – To guarantor. Please complete bank form - GUARRENQ – To tenant. Confirmation of holiday letting - HOLIDAY – To tenant. Confirmation of holiday letting - INSPRPT – Basic inspection report - LATE1 – To tenant. First late rent letter - LATE1 – To tenant. Letter of claim - LATE2 – To tenant. Section late rent – issue s8 notice  2019		
- GASCHECK3 – To tenants. Letter following lack of entry for check - GASLL – To landlord. Request to carry out check - GUARREN1 – To guarantor. Request for unpaid rents - GUARREN2 – To guarantor. Follow up letter and action - GUARRENQ – To guarantor. Please complete bank form - HOLIDAY – To tenant. Confirmation of holiday letting - HOLLETLL – To landlord. Confirmation of holiday letting - INSPRPT – Basic inspection report - LATE1 – To tenant. First late rent letter - LATE1 – To tenant. Letter of claim - LATE2 – To tenant. Section late rent – issue s8 notice  2019		
- GASLL – To landlord. Request to carry out check - GUARREN1 – To guarantor. Request for unpaid rents - GUARREN2 – To guarantor. Follow up letter and action - GUARRENQ – To guarantor. Please complete bank form - GUARRENQ – To guarantor. Please complete bank form - HOLIDAY – To tenant. Confirmation of holiday letting - HOLLETLL – To landlord. Confirmation of holiday letting - INSPRPT – Basic inspection report - LATE1 – To tenant. First late rent letter - LATE1 – To tenant. Letter of claim - LATE2 – To tenant. Section late rent – issue s8 notice  2018		
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- GUARREN2 – To guarantor. Follow up letter and action - GUARRENQ – To guarantor. Please complete bank form 2020 - HOLIDAY – To tenant. Confirmation of holiday letting - HOLLETLL – To landlord. Confirmation of holiday letting - INSPRPT – Basic inspection report 2008 - LATE1 – To tenant. First late rent letter - LATE1A – To tenant. Letter of claim 2018 - LATE2 – To tenant. Section late rent – issue s8 notice 2018	· · · · · · · · · · · · · · · · · · ·	
- GUARRENQ – To guarantor. Please complete bank form - HOLIDAY – To tenant. Confirmation of holiday letting - HOLLETLL – To landlord. Confirmation of holiday letting - INSPRPT – Basic inspection report - LATE1 – To tenant. First late rent letter - LATE1A – To tenant. Letter of claim - LATE2 – To tenant. Section late rent – issue s8 notice  2018		
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- INSPRPT – Basic inspection report 2008 - LATE1 – To tenant. First late rent letter 2019 - LATE1A – To tenant. Letter of claim 2018 - LATE2 – To tenant. Section late rent – issue s8 notice 2018		
- LATE1 – To tenant. First late rent letter 2019 - LATE1A – To tenant. Letter of claim 2018 - LATE2 – To tenant. Section late rent – issue s8 notice 2018		
- LATE1A – To tenant. Letter of claim - LATE2 – To tenant. Section late rent – issue s8 notice  2018		
- LATE2 – To tenant. Section late rent – issue s8 notice 2018		

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Schedule of Forms 2020

- LATE4 – Letter to LL re rent arrears and contacting guarantor	2015
- LATE5 – Letter to LL re rent arrears starting possession proceedings	2015
- LATECRT – To tenant(s). Late rents – letter prior to court	2008

Professional Series Standard Letters continued Last I	Revised:
- LLELREM – Advice to landlord – issues following elec. check	2008
<ul> <li>LLENQRY – To landlord following first enquiry</li> </ul>	2008
- LLFFREGS – To landlord. Re non-compliant furniture	2008
- MESNE – To tenant. Letter accepting mesne profits	2008
- NEWTENUT – Letter to utility co. informing of new tenants	2008
- NINSPECT1 – To tenants(s). Notice of inspection	2013
<ul> <li>NINSPECT2 – To tenant. Rescheduled inspection/gas check</li> </ul>	2019
- NOTICER – To tenant enclosing s21 Notice	2015
- NOTICER2 – To tenant enclosing s21 Notice. LL moving into property	2013
- NUISNCE1 – To tenant(s). Following nuisance/disturbance	2008
- NUISNCE2 – To tenant(s). Final letter before action	2008
<ul> <li>PETS – To tenant(s). Granting permission for pets</li> </ul>	2019
<ul> <li>PESTLL – To landlord. Tenant(s) requesting to keep pet</li> </ul>	2008
- REF_ACCT – Reference to tenant's accountant	2008
- REF_BANK - Reference to bank	2013
<ul> <li>REF_BNKD - Reference to bank (with authority to debit)</li> </ul>	2013
<ul> <li>REF_BANKG – Reference to bank for guarantor</li> </ul>	2013
- REF_COLL - Reference to college (on student tenant)	2008
- REF_EMPG - Reference to employer for guarantor	2008
- REF_EMPL - Reference on tenant to employer	2008
- REF_LLRD - Reference to previous landlord (re new tenant)	2008
- REF_PERS - Reference on tenant (personal reference)	2008
- REF_TEN - Reference re. previous tenant from third party	2008
<ul> <li>REF_TRAD - Reference for company tenant (trade ref)</li> </ul>	2008
- RENEW1 - To LL re tenancy renewal	2015
- RENEW2 - To tenants re tenancy renewal	2008
- RENEW3 - Form/letter for tenants to sign re tenancy renewal	2019
- RENEW4 - To tenants confirming tenancy renewal	2008
- RENEW5 - To landlord confirming non-tenancy renewal	2014
- RENEW6 – To tenant confirming statutory periodic tenancy	2018
- RENEWRENT- Form/letter for tenants to sign re rent increase	2019
- RENEWRENTS13 – Letter to tenant enclose S13 notice	2019
- RENTREF - Reference to bank or building society re tenant	2013
- REPAIRLL - Letter advising landlord of impending repairs	2011
- REPAIRLL2 - Letter advising landlord of outcome of repair visit	2011
- REPAIRTEN-KEYS - Letter advising tenant of maintenance visit-keys held	1 2011
- REPAIRTEN-NOKEYS - Letter advising tenant of maintenance visit	2011
- S48 NOTICE - To tenant. Notice under s48 L&T Act 1987	2008
- TENSELL - To tenant. Landlord wishes to sell property	2008

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Schedule of Forms 2020