

# Letting Centre Forms and Agreements 2020

## **Tenancy Agreements:**

## **Last 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 |
| - Drafting and Guidance Notes for Guarantor Agreement      | 2020 |
| - Possession and Rent Arrears Guidance Notes               | 2020 |

## **Professional Series Notices:**

Notices Required Under Housing Acts (1988, 2004):

|  |      |
|--|------|
| - Section 21 Prescribed Form - Form 6a (2019)          | 2019 |
| - Notice of Possession (SECTION8)                      | 2016 |
| - Section 48 Notice (S48)                              | 2008 |
| - Notice of Prior Grounds (PRIOR)                      | 2008 |
| - Notice Proposing New Rent – form 4b (S13)            | 2016 |
| - Notice of Assured Tenancy (NOTIC_AS)                 | 2008 |
| - Notice Proposing Different Terms under s6 (NOTIC_S6) | 2015 |
| - Application Referring s6 Notice (RENTASS)            | 2015 |
| - Notice of AST – Agricultural (NOTIC_LL)              | 2015 |
| - Notice proposing AST – Form 8 (NOTIC_RA)             | 2015 |

## **Other Notices**

|  |      |
|--|------|
| - Notice to Quit (NTQ)   | 2018 |
| - Notice of Right to Cancel  | 2018 |
| - Abandoned Goods  | 2013 |
| - Green Deal Acknowledgement (GREENDEAL)   | 2013 |
| - Proof of Service Notice Seeking Possession (PROOF SERVICE POSSESSION)            | 2013 |
| - Section 3 LTA 1985 – Notice of LL Transfer of Interest (S3)                      | 2018 |
| - Immigration Act 2014– Notice of Eviction of Tenancy (SECTION 33D(3) IMMIGRATION) | 2016 |

**Professional Series Management Forms:****Last Revised:**

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| - ABANDON PROP - Notice of Intention to Take Over a Flat/House | 2013 |
| - ENQLOG - Tenant Enquiries Log                                | 2008 |
| - HBDATAPROTECT - Data Protection Authorisation Agreement – HB | 2008 |
| - HOLDING DEPOSIT AGREEMENT                                    | 2019 |
| - IREPORT – Inspection Report                                  | 2008 |
| - LEADTENDEC – Lead Tenant Declaration                         | 2008 |
| - LEDGER – Accounting Ledger                                   | 2008 |
| - LENQ – Landlords Enquiry Log                                 | 2008 |
| - MAINTDET – Maintenance Details                               | 2008 |
| - MFORM – Inspection/ Call-out Details                         | 2008 |
| - MLOG – Maintenance Report Log                                | 2008 |
| - MREPORT – Maintenance Report                                 | 2008 |
| - PROPDET – Property Details                                   | 2008 |
| - SORDER – Standing Order Mandate                              | 2017 |
| - SURRENDER - Declaration of Surrender                         | 2020 |
| - TENFORM – Tenant Details                                     | 2018 |
| - TINFO - Standard terms and information for tenants           | 2020 |
| - REQUIREDDOC – Document Checklist                             | 2018 |
| - RIGHTORENT – Right to Rent Check Form                        | 2016 |
| - COMPLAINTS – Example Complaints Procedure                    | 2017 |

**Professional Series Standard Letters:**

|   |      |
|---|------|
| - BANKDET – Letter to LL requesting bank details                    | 2008 |
| - BOUNCE – To tenant. Cheque returned unpaid                        | 2019 |
| - CARE – to tenants – more care/cleaning required                   | 2013 |
| - CHECKOUT1 – To tenant re check-out appointment                    | 2020 |
| - CHECKOUT2 – To tenant re deductions from deposit                  | 2019 |
| - CHECKOUT 3 – To tenant enclosing cheque less deposit deductions   | 2015 |
| - CNCLTBSE – To council tax office – charge new tenant              | 2013 |
| - CONFFTO – Confirmation to landlord – find tenant only             | 2008 |
| - CONFIRMT – Confirmation to tenant of tenancy application          | 2019 |
| - CONFIRMTA – Tenancy confirmation letter                           | 2019 |
| - CONFLL1 – Confirmation to landlord of new tenancy                 | 2008 |
| - CONFLL2 – Confirmation to landlord of occupation                  | 2008 |
| - CONFPROP – Confirmation to landlord to take on property           | 2008 |
| - COVIDTADVICE – To tenant providing advice re Covid-19             | 2020 |
| - COVIDTRENT – To tenant re Covid-19 agreed rent reduction/deferral | 2020 |
| - COVIDTREPAIR – To tenant re inspection during Covid-19            | 2020 |
| - DATATEN – Data Protection Disclosure authorisation                | 2020 |
| - DILAPS1 – To tenant(s). Letter pointing out dilapidations         | 2008 |
| - E-ACCESS – Letter following emergency access                      | 2011 |
| - EARLYTER – To tenant following req. for early termination         | 2019 |
| - ESTIMATE – To landlord, estimate for works at property            | 2008 |
| - FROST – To tenants. Frost precautions over winter hols            | 2013 |
| - GASCHECK1 – To gas engineer. List of properties to check          | 2013 |
| - GASCHECK2 – To tenants. Notification of date of gas check         | 2008 |
| - GASCHECK3 – To tenants. Letter following lack of entry for check  | 2019 |
| - GASLL – To landlord. Request to carry out check                   | 2008 |
| - GUARREN1 – To guarantor. Request for unpaid rents                 | 2019 |
| - GUARREN2 – To guarantor. Follow up letter and action              | 2018 |
| - GUARRENQ – To guarantor. Please complete bank form                | 2020 |
| - HOLIDAY – To tenant. Confirmation of holiday letting              | 2013 |
| - HOLLETLL – To landlord. Confirmation of holiday letting           | 2008 |
| - 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 |
| - LATE3 – Letter to LL re rent arrears                              | 2015 |

|  |      |
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| - 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 Revised:**

|  |      |
|--|------|
| - LLELREM – Advice to landlord – issues following elec. check            | 2008 |
| - LLENQRY – To landlord following first enquiry                          | 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 |
| - NINSPECT2 – To tenant. Rescheduled inspection/gas check                | 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 |
| - PETS – To tenant(s). Granting permission for pets                      | 2019 |
| - PESTLL – To landlord. Tenant(s) requesting to keep pet                 | 2008 |
| - REF_ACCT – Reference to tenant's accountant                            | 2008 |
| - REF_BANK – Reference to bank   | 2013 |
| - REF_BNKD – Reference to bank (with authority to debit)                 | 2013 |
| - REF_BANKG – Reference to bank for guarantor                            | 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_LLTD – 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 |
| - REF_TRAD – Reference for company tenant (trade ref)                    | 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 | 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 |