



**PRIMO PROPERTY
MANAGEMENT**

SHORT ASSURED TENANCY AGREEMENT

Landlord	
Tenant Details	Name:
	Home Address:
	Home Telephone No:
	Mobile Telephone No:
	Email address:
	Uni/College:
Guarantor	Name: Address: Home Telephone No: Mobile Telephone No: Email address:
Management Company (the "Landlord's Agent")	PRIMO Property Management (NW) Limited (Company Number 07934274) whose registered address is: 14 Wood Street, Bolton. BL1 1DY Telephone : 01204 360920 Email: enquiries@primopropertymanagement.co.uk
Development	Clyde House, 14 Clyde Street, Glasgow G1 5JH
	Including all stairwells, corridors and lobbies, the gym, the common room, the laundry room, and any other common facility within the Building.
Flat/Room No.	
Room Type	
Tenancy Period	
Total Rent	£ for the Tenancy Period
	<u>Please note</u> – if the tenant can find a bona-fide UK-based guarantor the rent can be paid by three instalments (or monthly)

	– otherwise the full sum will have to be paid in advance of move-in.
Payment Schedule	
Tenancy Deposit (Refundable)	£350 (Safeguarded by a Tenancy Deposit Scheme)
Tenancy Deposit Scheme Holder	PRIMO Property Management (NW) Limited (contact details as above)
Tenancy Deposit Scheme	<u>Administered by:</u> myldeposits Ground Floor, Kingmaker House Station Road New Barnet Hertfordshire EN5 1NZ Telephone Number : 0844 980 0290 Email: customerservices@mydeposits.co.uk
Complaints	PRIMO work hard to deliver a positive residential experience. This is supported and guided by our ANUK National Code* accreditation and also membership of NALS**. We try in all circumstances to deal with complaints promptly and informally, to maintain good relations with our student tenants. However, should you wish to make a formal complaint, a copy of the formal complaints procedure can be obtained from enquiries@primopropertymanagement.co.uk Please note Complaints raised using other communication channels (including, but not limited to social media platforms) will be acknowledged and directed to the formal procedure.
<p>*ANUK National Code further information here www.nationalcode.org **The National Approved Letting Scheme further information here www.nalscheme.co.uk</p>	

1.	I am enrolled as a student in a full time course of study at an institution of higher or further education (this is a requirement of the tenancy)
2.	<p>The Landlord agrees to grant and the Tenant agrees to take the Tenancy of a Room of the type detailed on the front cover of this Agreement:</p> <ul style="list-style-type: none"> • On a Short Assured Tenancy • At the stated Rent • For the stated Tenancy Period; and • Subject to the Tenancy Conditions set out in the following pages of this Agreement. <p>The Tenant acknowledges that this Agreement is a short assured tenancy in terms of s.32 of the Housing (Scotland) Act 1988 and that the Landlord has the right to recover possession of the Room on the expiry date of the Tenancy Period or any later date of termination by giving two months' written notice that the Landlord is exercising the Landlord's right to terminate the Lease.</p> <p>The Tenant acknowledges receipt of the Form AT5 notice served under s.32 of the Housing (Scotland) Act 1988 by the Landlord and further acknowledges this was received prior to the tenant's execution of this agreement.</p>
3.	At the commencement of the Tenancy Period the Tenant will pay a £350 refundable deposit. Referred to hereinafter as the 'Tenancy Deposit'.
4.	<p>The Room is furnished in accordance with the Inventory Form (Part 2). This document records the general state of the Room as at the start of the Tenancy and lists the various Room Items contained therein. It is a record of the property for the benefit of both the Landlord and the Tenant, against which any disputes can be referred to during or at the end of the Tenancy. The Inventory Form needs to be checked, signed and returned to the Landlord's Agent within 7 days of the Tenant moving in. The Inventory also informs the Landlord's Agent of the Tenant's details for return of the Tenancy Deposit at the end of the Tenancy.</p>
5.	Deductions from the Tenancy Deposit may only be made under Clause A9 and Part 4.
6.	<p>I am responsible for :-</p> <ul style="list-style-type: none"> • Ensuring my guests and visitors comply with all the obligations and restrictions in this Agreement that may apply to me; and • Any damage caused by my guests or visitors. • Obtaining a TV Licence (this is a Legal requirement).

7.	I agree to abide by the Acceptable Behaviour Statement at (Part 3) and any additions or revisions issued by the Landlord's Agent from time to time, for the proper management of the building.
8.	In taking any action or decision, the Landlord's Agent will always act reasonably.
9.	Any terms beginning with a capital letter are either defined above or in Part 1.
10.	The Landlord's Agent certifies that the information relating to the Tenancy Deposit in this Agreement is accurate to the best of its knowledge and belief.
11.	If the Room Type detailed on the front cover of this Agreement is a Studio then I have no right to use any of the shared kitchens (unless expressly permitted to do so by the Landlord's Agent).
Tenancy Conditions	
A.	My obligations to the Landlord
<i>Financial Matters</i>	
A1	I agree to (a) pay the Rent in full for the whole of the Tenancy Period, in the instalments and on the dates stated on page 1. (b) It is my responsibility to make sure that payments are made on time and to the correct amount. The Landlord's Agent is not required to send reminders about payment due dates.
A2	If payment of the Rent or any other amount due from the Tenant under this Agreement is late, the Tenant agrees to pay: (a) interest at the rate of 3% per annum above the base rate of the Bank of Scotland plc from time to time on the outstanding amount from the date payment was due until the payment is made in full (both before and after any Judgment by a Court). Interest will be charged on a daily basis and shall be compounded monthly. (b) an administration fee of £25 plus VAT for each letter we send you in respect of late payment of Rent or any other amount you owe under the terms of this Agreement (up to a maximum administration fee of £75).

	<p>Additionally, if payment of the Rent or any other money due from you under this Agreement is late the Landlord's Agent reserves the right to:</p> <ul style="list-style-type: none"> (a) remove any promotional discounts relating to your Agreement; (b) remove internet access whilst your account is in arrears and to charge you such amount as the Landlord's Agent may incur in having the service reconnected once the outstanding balance is cleared.
A3	<p>I agree to pay the following extra sums, as rent:-</p> <ul style="list-style-type: none"> • where I have failed to clean the Room or Shared Area or have caused damage, the reasonable costs of cleaning, redecoration, repair and replacement, in accordance with clause A9; • any costs incurred by the Landlord's Agent arising from my breach of this Agreement (including legal fees and court costs).
A4	<p>I am responsible for obtaining a licence for any television in the Room.</p>
<i>Condition and Maintenance</i>	
A5	<p>I accept the Room, the Room Items and Shared Areas and Shared Items as being present and in good repair and condition, unless I inform the Landlord's Agent to the contrary on the Inventory Form within 7 days of moving in.</p>
A6	<p>I will use the Room, the Room Items and Shared Areas and Shared Items carefully and keep them in at least as good a condition as at the start of the Tenancy. I am not responsible for:</p> <ul style="list-style-type: none"> • fair wear and tear caused by normal use; nor • any damage covered by the Landlord's Agent's insurance policy for the Building.
A7	<p>I will not:</p> <ul style="list-style-type: none"> (a) mark or change the decorative finish of the Room or Shared Kitchens or Shared Areas; (b) make any alteration to the fabric or surfaces of the Room or Shared Kitchens or Shared Areas; (c) apply sticky tape or 'blue-tack' or similar adhesive on the walls; (d) stick pins, nails or screws into the walls; (e) flush sanitary items down the toilet; (f) pour oil or grease down the drains nor do anything else likely to block or harm the drains; (g) remove any Room Item or Shared Item.
A8	

	I will keep the Room and Room Items hygienically clean and tidy throughout the Tenancy Period. I will, jointly with the other Tenants, keep the Shared Kitchen and the Shared Items hygienically clean and tidy throughout the Tenancy Period.
A9	I am responsible for any damage I cause to the Building (including the Room, the Shared Kitchen, the Room Items and Shared Items and all furnishings, fixtures and fittings) other than damage covered by the Landlord's Agent's insurance policy for the Building.
A10	<p>If:</p> <ul style="list-style-type: none"> • the Room, the Shared Area or any Room Item or Shared Item is not hygienically clean and tidy, or • there has been damage to the Room, the Shared Kitchen or any Room Item or Shared item for which I am wholly or partly responsible, or • I have caused a blockage of the drains by breaching clause A7, or • I cause damage to any other part of the Building (including any furnishings, fittings or equipment). <p>I agree that at any time during and at the end of the Tenancy Period the Landlord's Agent may:</p> <ul style="list-style-type: none"> • make a charge for the reasonable costs of cleaning, redecoration, and repair of the Building (including the Room and the Shared Area) and of cleaning, repair and, where necessary, replacement of any broken doors, windows or furnishings, fittings and equipment, and • deduct such charge from the Tenancy Deposit under the rules in Part 4, and if there is a shortfall I will immediately pay the balance (within 7 days).
A11	<p>Intentional damage will result in a charge. If anything in the communal areas (such as stairwell, lobby, common room) is damaged and no one takes responsibility (and PRIMO cannot ascertain from CCTV (or any other evidence) who has caused the damage), a charge will be made equally to all residents (a minimum of £5 for each incident). However, you have sole responsibility for your room.</p> <p>If you are found responsible for any damage to the communal living areas, you will be charged the cost of repair plus any labour costs in dealing with the same.</p>
A12	I will not attempt to carry out any repairs, but will report any damage as soon as possible. It is my responsibility to report repairs to repairs@primopropertymanagement.co.uk in order that timescales for repair can be adhered to. The date the repair is sent to the above email address will be the date PRIMO use to monitor timescales for repair.

A13	I will move into the Room within 4 weeks of the start of the Tenancy Period.
A14	Only I am allowed to live in the Room. I will not assign the Tenancy nor sublet the Room or allow others to share or occupy it.
A15	I will only use the Room as a student bed-sit for the accommodation of one student only. I confirm I am engaged in a full time course of study at an institution of higher or further education.
A16	I will inform the Landlord's Agent if I am likely to be absent from the Room for more than 48 hours (I appreciate this is important for fire safety and security reasons).
A17	I will inform the Landlord's Agent immediately if I cease to be a student in higher or further education, as stated at A15 and I will pay (or indemnify the Landlord's Agent for) any Council Tax charge that may be imposed as a result. I also understand that ceasing to be a full-time student in higher or further education does not release me from my obligations under this tenancy.
<i>Conduct</i>	
A18	I will not smoke anywhere in the Building (this includes any outdoor areas located within the structure of the building), nor on the roads, paths or pavements immediately outside the Building, other than where cigarette butt receptacles are provided.
A19	I will not bring into or keep any of the following in the Building: <ul style="list-style-type: none"> • animals; • illegal drugs or substances whether for my own use or otherwise unless prescribed by a medical practitioner; • weapons or imitation weapons; • liquid or gaseous fuel, noxious or explosive substances or gas, paraffin or gas heater or cookers; • anything which burns with a naked flame or smoulders, such as candles, oil lamps or incense burners; • any furniture or electrical equipment that does not comply with current British standards and statutory regulations; • any additional electrical kitchen equipment, such as a fridge/freezer, George Foreman grill, or for that matter any electrical item the Landlord's agent deems not acceptable; • bicycles (except in areas designated by the Landlord's Agent).

A20	<p>I will not do any of the following in the Building:</p> <ul style="list-style-type: none"> • anything unlawful; • anything which may cause a nuisance, or disturb or annoy neighbours within or beyond the building; • prepare or store food in en suite bedrooms; • use a deep fat fryer, George Foreman Grill; • play any radio, music player, television or musical instrument or sing in a way that may be a nuisance or disturb or annoy neighbours within or beyond the Building, or be heard outside the Room between 10.30 pm – 9.00 am Monday to Thursday and 11.30 pm to 9.00 am Friday to Sunday; • harass or threaten harassment on the grounds of race, colour, religion, sex, sexual orientation or disability; • be violent or abusive or act in an intimidating manner, or threaten to do so; • tamper with fixtures, fittings and equipment including without limitation space heating and lighting equipment, kitchen and bathroom fittings and equipment, fire safety equipment (including smoke/heat detectors), fire exit doors and restrictors on windows.
A21	<p>I will only display notices, posters or similar articles on the notice boards (if any) provided, having first sought permission from the Landlord's Agent.</p>
A22	<p>I will obtain the Landlord's Agent's prior written approval to any party or meeting of more than 6 people. I will ensure that all gatherings arranged by me or taking place in the Building respect the terms of this Agreement.</p>
A23	<p>I will not dry items of laundry on the heaters within the Room nor hang them so as to be visible from outside of the Building.</p>
A24	<p>I will not compromise the security of the Building by leaving windows open when not in the Room, leaving security doors open or allowing unauthorised visitors to tailgate. I will not use the fire exit doors as a means of exit other than in a fire situation (unless I have been expressly advised I can do). Should I undermine the security of the building – any charges incurred as a result will be borne by me.</p>
A25	<p>I will not obstruct Common Areas.</p>
A26	<p>I will remove all rubbish from the Room and Shared Kitchen on a daily basis and at the very least twice a week and dispose of it in the area designated by the Landlord's Agent. I understand there are sanctions in place in relation to waste disposal and these sanctions are outlined in the charges scheduled appended hereto.</p>

A27	I will not use any kind of portable heater (electrical or otherwise). If the Landlord's Agent becomes aware of a portable heater in a room, the same will be confiscated and returned to the Tenant at the end of the Tenancy Period.
<i>Insurance</i>	
A28	I will not do anything which might invalidate any insurance policy for the Building or its contents or which might entitle the insurers to refuse to pay out any part of an insurance claim, or which might increase the insurance premium.
A29	I am responsible for insuring my own belongings (unless otherwise advised by the Landlord's Agent).
<i>Access</i>	
A30	<p>I will allow the Landlord, and their respective employees, Agents and contractors access to the Room at reasonable times on not less than 24 hours' notice (except in an emergency):</p> <ul style="list-style-type: none"> • to inspect the condition of the Room and Room Items; • to carry out essential works to the Building in the interests of good management; • to perform obligations under this Agreement and under statute; or • to show the Room to prospective tenants.
<i>End of the Tenancy Period</i>	
A31	The Tenant must leave the Room and Room Items in a reasonably clean and tidy condition and free of damage (other than fair wear and tear). The Room and Room Items should be left in a similar condition and position at the end of the Tenancy Period to the condition and position they were in at the beginning of it. If there are any items in the Room which are designated for use in the Shared Areas, the Landlord's Agent may charge the Tenant for returning those items to the Shared Areas.
A32	The Tenant (jointly with other Tenants) and, where applicable, should leave the Shared Areas and Kitchens and the Shared Items in a reasonably clean and tidy condition and free of damage (other than fair wear and tear). The Shared Areas and Kitchens and Shared Items should be left in a similar condition and position at the end of the Tenancy Period to the condition and position they were in at the beginning of it. If there are any Contents in the Shared Areas and Kitchens which are designated for use in the Common Areas (i.e. Common Room), the Landlord's Agent may charge the Tenant for returning those Items to the same.

A33	<p>The Tenant must either:</p> <ul style="list-style-type: none"> (a) Attend a check-out inspection with a member of PRIMO staff (at a time to be agreed) and sign a copy of the Inspection Report; or (b) Opt for a fast-track check-out and sign a check-out waiver (this means that the Tenant will not have the opportunity to discuss any faults identified at the check-out inspection and the Inspection Report will be taken as a true and accurate record of the condition of the Room and Room Items at check-out).
A34	<p>The Tenant must return to the Landlord's Agent all keys and access devices to the Building, Room and Shared Areas on or before the last day of the Tenancy Period. If the Tenant does not return the keys and access devices, the Landlord's Agent will make a reasonable attempt to contact the Tenant and give them 3 (three) days to return the keys. If the keys and/or access devices have still not been returned at the end of the 3 day period, the Landlord's Agent will change the locks and/or deactivate the access devices and the Tenant must pay the Landlord's Agent for the replacement costs within 7 days of the Landlord's Agent asking for them (the Deposit may be used for this purpose).</p>
A35	<p>The Tenant must remove all their belongings and refuse from the Room and Shared Kitchen (where applicable). The Landlord's Agent is not liable for any loss or damage to property which the Tenant leaves behind. If the Tenant leaves any item which appears to the Landlord's Agent's Staff to be of value (around £50 or over), the Landlord's Agent will make reasonable attempts to contact the Tenant to give the Tenant the opportunity to collect it. If the Landlord's Agent is unable to contact the Tenant, or if the Tenant does not collect the item within 2 weeks of the end of the Tenancy Period, the Landlord's Agent may dispose of the item as it thinks fit. If the Landlord's Agent sells the item, it may deduct the cost of sale and storage from the proceeds. In other cases, the Landlord's Agent shall be entitled to claim from the Tenancy Deposit the costs reasonably incurred in disposing of the item.</p>
A36	<p>At the end of the Tenancy Period the Tenant must update their address details with providers who send them regular mail (e.g. Bank, Building Society, Phone company, online retailers). All mail received after the Tenancy Period ends will be marked 'Gone Away'.</p> <p>Similarly, during the Summer vacation, where a student is returning in September, PRIMO accepts no responsibility for post/parcels from the end of the Tenancy Period to the start of another Tenancy Period.</p>
<i>Information</i>	
A37	<p>I have not provided false or misleading information nor made a false statement in order to obtain this tenancy.</p>
A38	

	I consent to the Landlord's Agent holding and processing my personal information (including sensitive personal data) in order to perform its function as Manager of the Building. This may include disclosure to Third Parties (including the My Deposit Scheme) who are able to show that they are entitled to receive this information.
B.	The Landlord's obligations to me
<i>Quiet Enjoyment</i>	
B1	If I pay the Rent and comply with this Agreement the Landlord will permit me quietly to enjoy the Room without unwarranted interference.
<i>Insurance</i>	
B2	The Landlord's Agent will insure the Building against fire and other usual comprehensive risks as long as insurance cover is available at commercial rates.
B3	The Landlord or his Agent accepts no liability for loss or damage to my personal possessions.
<i>Maintenance and Services</i>	
B4	<p>The Landlord's Agent and appointed Third Party providers will:</p> <ul style="list-style-type: none"> • keep the structure and exterior of the Building (including the window frames and window glass) and the Common Areas in good repair; • keep the Service Media in or serving the Room and the Shared Kitchen (where applicable) in good repair and proper working order, including: <ul style="list-style-type: none"> • basins, sinks, showers, toilets and waste pipes; • water heaters, fitted wall heaters and central heating systems; • keep all Room Items and Shared Items in good repair and proper working order; • keep the Common Areas within the buildings clean and properly lit, and (in the case of a lift) functioning safely; • keep the laundry facilities in good repair and proper working order; • ensure that any furniture and electrical equipment it provides complies with all the relevant statutory regulations; • provide reasonable space heating and an adequate supply of hot and cold water and electricity to the Room and Shared Kitchen (where applicable).
B5	I accept that the Landlord or Agent will not be responsible for any temporary interruption in services for reasons beyond its control. The Landlord's Agent will seek to restore any interrupted services as soon as possible.

<i>Utilities</i>	
B6	The Landlord will pay all charges for utilities.
<i>Access over Common Areas</i>	
B7	The Landlord's Agent allows me access over the Common Areas in order to gain access to the Room, the Laundry, the Common Room, the Reception Area and the Bicycle Store.
C.	Suspension of Rent
C1	<p>If the Room or Shared Kitchen (where applicable) is destroyed or made uninhabitable or inaccessible by fire or other risk against which the Landlord's Agent has insured, then:</p> <ul style="list-style-type: none"> • the Landlord or Agent will seek to offer temporary alternative accommodation, in which case the Rent will continue to be payable, but • if the Landlord or Agent is unable to offer temporary alternative accommodation the rent will stop being payable until the Room and Shared Kitchen (where applicable) is reinstated, made habitable and accessible. Any rent paid in advance will be refunded on a daily basis.
D.	Repossession and Termination
D1	The Landlord or Landlord's Agent may terminate this Agreement and recover possession under any of the grounds of Part I and any of the grounds in Part II of Schedule 5 to the Housing (Scotland) Act 1988 or on grounds of arrears of Rent or any similar sums, breach of this Agreement, Acceptable Behaviour Statement, causing a nuisance or annoyance to neighbours, and illegal activity).
D2	<p>The Landlord or Landlord's Agent may terminate the Tenancy Period early by giving at least 2 months prior written notice to the Tenant if:</p> <ul style="list-style-type: none"> • the Room or Shared Kitchen is destroyed or made uninhabitable or inaccessible by fire or other event, and reinstatement has not occurred within 2 months; or

	<ul style="list-style-type: none"> I cease to be a student in a full-time course of study at an institution of higher or further education;
D3	Repossession or termination does not prejudice to any claim the Landlord may have against me for any outstanding breach of this Agreement.
E.	Temporary alternative accommodation
<p>In order to carry out emergency repairs the Landlord's Agent may, on giving reasonable notice, and at their expense, move me to temporary suitable alternative accommodation.</p>	
F.	Guarantor
F1	The Landlord has entered into this Agreement at the request of the Guarantor.
F2	<p>The Guarantor agrees with the Landlord that if, at any time during the Tenancy Period, the Tenant defaults in paying the rent or other sums due under this Agreement, or is in breach of any covenant or obligation in this Agreement, then the Guarantor will:</p> <ul style="list-style-type: none"> Pay any rent and other sums due under this Agreement within 10 Working Days of receipt of a written demand; Remedy any of the Tenant's covenants and obligations, or (if the breach cannot be remedied within a reasonable time pay the Landlord on demand for all the Landlord's losses, damages, costs and expenses arising as a result of the Tenant's breach).
F3	The Guarantor's liability will not be reduced or released by any delay or concession by the Landlord's Agent in enforcing the Tenant's covenants and obligations.
G.	Notices
G1	<p>Notices sent by the Landlord's Agent will be deemed to have been properly served on the Tenant if:</p> <ul style="list-style-type: none"> (a) Sent by first class post to the Room or the Tenant's last known address, or left at the Room; or (b) Sent by email to the Tenant's last known email address.

	It is the Tenant's responsibility to update the Landlord's Agent of any changes in email/phone or postal address during the Tenancy Period.
G2	<p>Notices sent by the Tenant will be deemed to have been properly served on the Landlord's Agent if:</p> <p>(a) Sent by first class post to the Landlord's Agent's address (either as given on the first page of this Agreement, or such other address as the Landlord's Agent may subsequently have notified to the Tenant) or</p> <p>(b) Sent by email to the Landlord's Agent's email address (either as given on the first page of this Agreement, or such other email address as the Landlord's Agent may subsequently have notified to the Tenant).</p>
G3	Notices delivered by hand will be deemed to have been served the day after delivery.
G4	Notices sent by first class post will be deemed to have been served two working days after posting.

CONSENT TO REGISTRATION

The Parties consent to registration of this Agreement for preservation and execution.

IN WITNESS WHEREOF these presents consisting of this and the 14 preceding pages together with the Schedule comprising 5 Parts are subscribed by the Tenant, the Guarantor and the Landlord as follows:-

By the Tenant:-

..... (signed Tenant)(signed , Witness)
..... (date)(Name)
..... (place)(Address)
.....
.....

By the Gurantor:-

..... (signed, Guarantor)(signed , Witness)
..... (date)(Name)
..... (place)(Address)
.....
.....

By the Landlord:-

..... (signed, Landlord)(signed , Witness)
..... (date)(Name)
..... (place)(Address)
.....
.....

**Schedule
Part 1 – Defined Terms and Interpretations**

1.
Throughout this Agreement, the following terms have the following meanings:

Acceptable Behaviour Statement	Those guidelines outlined in Part 3 of the Schedule and any revisions issued by the Landlord's agent from time to time, for the benefit of good and proper building management and in pursuit of a positive residential experience for ALL Tenants.
Building	Includes the buildings, grounds, car park, driveways, footpaths and landscaped areas
Common Area	The external grounds, car park, driveways, footpaths and landscaped areas, and the following areas within the buildings: laundry room, foyer, common room, gym, halls, corridors, staircases, lifts and landings (where applicable)
Inventory	The Inventory form attached at Part 2 of the Schedule to this Agreement
PRIMO/ Landlord's Agent	Used interchangeably throughout this document to refer to the Landlord's Agent, employed by the Landlord to manage the Building.
Room	The Room (stated in this document at page 1), including its furnishings, fixtures and fittings, flooring, doors and internal glass but excluding the Service Media
Room Item	The items to be provided in the Room and listed under the heading 'Room Items' on the Inventory Form
Service Media	Central heating and hot water systems, electrical services for power and lighting, draining and water services, and any data or phone services provided

Shared Area	The kitchen/dining/common areas together with the corridors within the building, including its furnishings, fixtures and fittings (including CCTV cameras, Internet routers), flooring, doors and internal glass but excluding the Service Media within the Shared Area
Shared Items	The items to be provided in the Shared Area and listed under the heading 'Shared Items' on the Inventory Forms
Shared Kitchen	
Utilities	Electricity, water supply, foul water disposal (and broadband internet access)
Working Day	Any day other than Saturday, Sunday or any bank or public holiday
<p>2. If the Tenant or Guarantor is more than one person, obligations are undertaken individually and together.</p>	
<p>3. The term Landlord's Agent includes any person or company who may legally succeed it.</p>	
<p>4. Any reference to a statute includes statutory modification, extension or re-enactment, and any subsequent legislation.</p>	

Schedule

Part 2 – Inventory (Given to student at check in. Must be returned to Management Team duly signed within 7 days)

Schedule

Part 3 – Acceptable Behaviour Statement

(to support good management of the building and a positive residential experience for ALL Tenants)

Smoking	<p>All PRIMO student accommodation buildings are smoke free. Smoking is strictly forbidden in any part of the Building including in your pod, en suite room or studio.</p> <p>Please refrain from smoking immediately outside the Building. Smoking outside of the Building in nightwear is strictly forbidden.</p>
Candles	<p>The use of these is strictly prohibited.</p>
Illegal Substances	<p>The use of illegal substances is strictly forbidden. If we have reason to believe that a Tenant is using or passing illegal substances to others, we will take the following action:</p> <ul style="list-style-type: none">• Report the incident to the Police• Report the incident to the University• Serve a Warning Notice to the Tenant• Support Police Action/Prosecution <p>This could result in your Tenancy being terminated and losing the right to live at the accommodation. You will however still be liable for the rental monies owed under the terms of this Agreement and for the Tenancy Period stated.</p>
Pets	<p>PRIMO operate a strict NO PET policy. You are not permitted to keep pets or allow pets of any kind into the Building with the exception of guide dogs.</p>
Overnight Guests	<p>You are able to have occasional overnight guests. Please do not invite someone to stay for more than 2 (two) nights. Where applicable, please speak to a PRIMO staff member if you have an overnight guest and ensure you sign them in/out at reception.</p> <p><u>Please note</u> – The Landlord’s Agent has the right to prohibit guests who, in their opinion, would pose a threat to the safety and security of the building. The Landlord’s Agent’s decision on guest access is final. Decisions in this regard are made to support good management and the safety and security of all tenants.</p>

<p>Social Spaces</p>	<p>Tenants must have due regard to the Shared Areas and Shared Items housed in the Social Spaces (Gym, Common Room, Classroom, Shared Kitchens (where applicable)). They must treat both the physicality of the social spaces and the other Tenant users with respect.</p> <p>There is a £10 Induction Charge for the gym. Alternatively, you can sign a 'Gym Waiver Form' to alleviate paying this fee.</p>
<p>Going Away</p>	<p>If you are going to spend more than 2 (two) days or more away from the accommodation, please let PRIMO know. It is essential, for safety reasons, that we know when you are not in the building for a period of time.</p>
<p>Flat & Room Inspections</p>	<p>The Landlord's Agent will undertake Room inspections 3 times during the Tenancy Period to ensure that the property is being kept clean and damage free. Please see the charges section appended hereto for a list of possible charges.</p> <p>You will be given at least 24 hours' notice of room inspections.</p> <p>You will be advised if your room fails the inspection and given a date for a re-inspection and an indication of why your room has failed so that you can bring it up to the required standard. If, upon re-inspection, your room fails to meet the required standard you will face charges (in the interests of proper management of the building), these will be taken from your deposit.</p>
<p>Moving Out</p>	<p>Your Tenancy Period will be for a period of 44 or 51 weeks (or another length as determined from time to time). The date of termination will be on your Agreement. You are bound to the full contract length as detailed on this Agreement. If you leave before the contract ends (the end of the Tenancy Period) you will not receive a reduction in rent.</p> <p>If you decide to transfer to another room, exchange rooms, or leave the accommodation, you will be charged a £50 administration fee. If you move out prematurely (including withdrawing from your course) you will need to find an appropriate replacement tenant to move into your room. The both of you will need to sign the paperwork in connection with this process. Your replacement tenant will need to pay an Application Fee and sign an Agreement. You will need to pay a £50 administration fee and you will also be liable for the rent payments until your replacement moves in.</p> <p>You are required to remove all personal items and leave the room (including the bathroom), and the Shared Kitchen (where applicable) clean and in good condition. The Landlord's Agent will charge for any costs incurred if the room/shared kitchen is not left in an acceptable condition.</p>

	Please refer to Clauses A31 – A36 above.
Council Tax Exemption	<p>All Full Time students are exempt from paying Council Tax. However, it is your responsibility to ensure that you've applied for student exemption for Council Tax from the local authority. Your university will advise on Council Tax exemption. It may be also that your University will supply you with an exemption form. Your university Welcome Pack or Fresher's information will give you guidance on this matter.</p> <p>It is important that you update your personal details on the university student portal in order that your term time address reflects the address of your accommodation and not your home address.</p> <p>IT IS YOUR RESPONSIBILITY TO DEAL WITH THE ISSUE OF COUNCIL TAX.</p> <p>If at any time during the Tenancy Period the Tenant is not eligible for Council Tax Exemption, the Tenant must pay all the Council Tax which becomes due as a result of the Tenant occupying the Room (by paying it to the Landlord's Agent within 7 days of the Landlord's Agent asking for it).</p>
Internet	<p>Internet usage is subject to a 'Fair Use Policy'. Our IT provider is instructed to disable users who, in their opinion, are abusing the system (this 'abuse' may include (but is not limited to) excessive downloading, peer to peer file sharing, torrent software and the like). This is in the interests of providing an efficient and effective service to ALL of our Tenants.</p>

**Schedule
Part 4 – Tenancy Deposit**

At the beginning of the Tenancy Period

1. I have paid the Tenancy Deposit to the Landlord's Agent.

2. The deposit is held by the Tenancy Deposit Holder as stakeholder. The Tenancy Deposit Holder is a member of **myldeposits** Tenancy Deposit Scheme.

The Landlords will provide the Tenant with the prescribed information in accordance with his duties under the Tenancy Deposit Scheme Regulations 2011 as amended. The Tenancy Deposit will be held by the Tenancy Deposit Holder throughout the Tenancy period. No interest shall be paid on the Tenancy Deposit.

3. The Tenancy Deposit has been taken as security for the following purposes:

- 3.1 Any damage, or compensation for damage, to the Building, the Room, the Shared Area, their fixtures and fittings, the Room Items or Shared Items or for missing items for which I may be liable under Clause A9;
- 3.2 The reasonable costs incurred in compensating the Landlord for, or for rectifying or remedying any breach by me of my obligations under this Agreement;
- 3.3 Any Rent or other money due from me under this Agreement of which I have been notified.

4. The Tenancy Deposit is safeguarded by the **myldeposit** Tenancy Deposit Scheme.

At the end of the Tenancy Period

5. You should request the return of your deposit at the end of the tenancy by emailing enquiries@primopropertymanagement.co.uk and keep evidence of the request. **The onus is on you to request your deposit back.**

6. If there are no charges to be deducted from your deposit, the deposit will be returned to you **within 10 working days of requesting it back.**

Deposit Deductions

7.	It may be that there are charges to be deducted from your deposit. PRIMO will contact you to discuss the charges and agree any deductions from your deposit. Once agreed, the undisputed amount will be returned to you within 10 days of your request for your deposit back.
8.	If you cannot agree with the proposed deductions you can raise a dispute with myldeposits within 3 months of vacating the property. <u>You must wait 10 days after requesting the deposit back before raising the dispute.</u>
	<u>Alternative Dispute Resolution</u>
9.	The myldeposits Alternative Dispute Resolution (ADR) service can resolve your deposit dispute without you having to go to Court. Both you and your Landlord/the Landlord's Agent must agree to its use. ADR is evidence based and requires you to raise a dispute explaining what you are disputing and your Landlord/Landlord's Agent to provide evidence to justify the proposed deductions to the deposit. An impartial adjudicator will review the case and make a binding decision based on the evidence provided. The disputed deposit will be lodged with myldeposits for safekeeping during the dispute. myldeposits will distribute the money once a decision is made. Visit www.mydeposits.co.uk/tenants to raise a deposit dispute.

Schedule
Part 5 – Schedule of Charges

1. Health and Safety Breach Charges	£.
Malicious or negligent activation of fire alarm	£50 per person
Tampering with Extinguisher	£50 per person
Theft or loss of Extinguisher	£50 per person
Theft or loss of Fire Blanket	£50 per person
Tampering with or covering a smoke/heat detector	£50 per person
Smoke or heat detector missing	£50 per person
Malicious damage to a fire detector panel	£50 per person
Obstruction in fire corridor or stairway	£50 per person
Fire door wedged open	£50 per person
Use or evidence of use of a chip pan/deep fat fryer	£50 per person
Removal of window restrictors	£50 per person
Smoking in any part of the building	£50 per person
2. Damage / Cleaning Charges	£.
Standard charge list for damage items/cleaning items (including VAT and labour). These costs are approximate and may vary dependent on the situation.	
Repair/Replace Room Door	£50 +
Replace door lock	£100
Redecorate Room (including damage rectification and/or de-fumigation as a result of smoking)	£300
Redecorate Kitchen	£300
Redecorate corridor	£200
Replace Mattress – Single / ¾ / Double	£100/£120/£150
Replace bed – Single / ¾ / Double	£200 / £210 / £220
Replace/repair wardrobe, up to	£180
Replace study desk	£90
Replace desk chair	£70
Replace blinds	£100 (+)
Replace flooring	£450
Replace bedside cabinet	£45
Replace chest of drawers	£80
Replace / repair Common Room flooring	£100 (+)
Replace leather sofa	£300

Replace flat screen TV (Room)	£100
Replace flat screen TV (Shared Kitchen)	£250
Replace microwave	£65
Replace Kitchen bin	£15
Replace Mop/Bucket/Brush	£10
Replace oven / hob (each)	£350
Replace dining table	£150
Replace dining chair	£30
Replace coffee table	£90
Replace kitchen worktop	£250
Replace fridge freezer (Room)	£150
Replace fridge freezer (Shared Kitchen)	£250
Replacement Fob / Room Key / Mail box key	£20 / £20 / £20 (Full set £50)
Replace pin board	£45
Replace shower cubicle	£170
Replace shower tray	£150
Replace bathroom mirror	£40
Replace toilet seat	£25
Clean Room flooring	£25
Clean communal area flooring	£30 +
Clean Bedroom at end of Tenancy Period if not up to standard	£25
Clean En-suite at end of Tenancy Period if not up to standard	£25
Clean Kitchenette at end of Tenancy Period if not up to standard (including hob, fridge, freezer and microwave)	£25 (for each individual item £15)
Clean Shared Kitchen at end of Tenancy Period if not up to standard (including oven, hob, fridge, freezer and microwave)	£100 (for each individual item £15)
Removal per sack of rubbish from Room/Kitchen/Corridor. Or from any area not designated for waste removal.	£12.50
<p>This list is not exhaustive and the Landlord's Agent may charge for any damages not considered to be due to reasonable wear and tear.</p>	

..... (signed Tenant)(signed , Witness)

..... (date)(Name)

..... (place)

.....(Address)

.....

.....

By the Gurantor as follows

..... (signed, Guarantor)

.....(signed , Witness)

..... (date)

.....(Name)

..... (place)

.....(Address)

.....

.....

By the Landlord as follows

..... (signed, Landlord)

.....(signed , Witness)

..... (date)

.....(Name)

..... (place)

.....(Address)

.....

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