

Key transfer and start of tenancy sheet for

Clockmakers Court, Percy Street, CV1 3DD

Tenants Rules and Obligations



Apartment number:

Tenant Name:

Date of Tenancy starting:

Electricity Meter reading:

Water Meter reading:

To benefit all residents and to ensure proper use of both the rented premises and the entire building, Tenants agree to comply with the following Rules and Regulations. These Rules and Regulations are part of the Tenants Lease and form part of the assured shorthold tenancy agreement and must therefore be read in conjunction with that document.

Where I have read, understood, and agreed to abide by the rule I have circled the Yes thus:

Yes / **No**

Are all lights fitted with bulbs and working? The landlord provides light bulbs for all fixtures at the beginning of the lease term. Tenants will replace light bulbs in all lighting fixtures in the premises during the Lease term, and will leave working light bulbs in all lighting fixtures at the end of the lease. **Yes/No**

Are you happy to allow us entry to your apartment without you being there for the purpose of resolving any issues or repairs you may have with your apartment. **Yes/No**

I understand that I must allow access to the landlord or his representatives upon his request for the purpose of checking the property or repairing/replacing items. For routine property checks notice is not required. **Yes/No**

I understand that that I am responsible for any scratches or marks made to the hard tiled floors in the bathrooms and kitchen areas and for any marks or excessive wear to the carpets in the lounge and bedrooms. I understand that the carpets must be cleaned thoroughly before I vacate the apartment. **Yes/No**

You are aware that any sink, shower, toilet waste pipe blockages within your apartment are your responsibility to clean and at your cost. Tenants will use toilets, showers, and sinks only for their primary purpose and will never use them to dispose of sweepings, rubbish, rags, rubbish, sanitary towels, wipes, nappies, or other items likely to clog them. Tenants are liable to pay the Landlord for any expense it incurs for repairing damage (including unclogging toilets and drains) caused by the Tenants, their guests, or invitees. **Yes/No**

Have you been told that the communal bins provided are for daily household waste only and to be fair to current tenants any packaging or furniture etc. no longer required after you move in should be taken to the Council recycling centre. Any such items found in these bins regardless of size will be removed and a skip ordered to dispose of them; the cost will be invoiced to you or taken from your security deposit. **Yes/No**

You are aware that the landlord reserves the right to charge a cleaning fee at the end of the tenancy if we feel the apartment requires further cleaning before the next tenant can move in. **Yes/No**

You have checked the detailed inventory and all items are present and are in a good condition. I understand that at the end of my tenancy I am responsible for replacing any missing or damaged items or any that are worn beyond an acceptable amount. **Yes/No**

I understand that I may temporarily replace items such as pictures and or cushions with ones of my preference but the original items must be returned and be in place at the time I vacate. I understand that if I replace any item due to a breakage that it must be identical or otherwise the landlord may not accept the replacement and will charge me accordingly. All replacements must be agreed in writing with the landlord. **Yes/No**

I understand that I must not replace any of the window blinds with ones of my preference. **Yes/No**

I understand that I shall not carry out any redecoration, maintenance repairs (other than minor ones) or replace equipment without the written approval of the Landlord. Tenants will not varnish, paint, paper, or decorate any walls, floors, doors, woodwork, or cabinets without the prior written permission of the Landlord. All restoration costs (even if decoration was with permission) will be at the Tenants expense, but must be supervised by the Landlord. **Yes/No**

You are aware that the parking and storage of items within the amenity area is reserved solely for the landlords use and your use of that area is restricted to access, use of bins and the storage of cycles only. Tenants will put the recycle/waste bins curbside for the councils scheduled collection, and will return the bins to their normal location within the amenity area the same day. The bins are communal. **Yes/No**

I understand that profane, obscene or loud language is absolutely prohibited on the Premises. As a tenant, I obligate myself and any guests, not to do or permit to be done anything that will annoy, harass, embarrass, or inconvenience any of the other tenants or occupants in adjoining premises. **Yes/No**

I understand that all abusive, disorderly, violent, or harassing conduct by a Tenant, including but not limited to abusive and/or foul language, sexually explicit comments toward tenants, occupants, or management is prohibited and is grounds for immediate termination of tenancy. Likewise, vandalism of any kind by a Tenant on or to the Landlord's property is prohibited. **Yes/No**

I understand that the use of musical instruments, radios, televisions, playing of music etc. shall not be operated at a sound level that would annoy or inconvenience any other tenant. **Yes/No**

I am aware that smoking is strictly forbidden within the apartments/buildings/outdoor amenity area. **Yes/No**

I understand that no pets of any kind are allowed. **Yes/No**

I understand that I am obligated to keep the apartment clean and tidy and will perform reasonable housekeeping in the premises to maintain them in a clean, neat, and sanitary condition. **Yes/No**

I understand that the rented premises shall be used and occupied only as a private residence and no business of any kind shall be conducted from them. **Yes/No**

I understand that only the occupants listed on my application for tenancy and lease shall occupy the apartment and that any deviation from this shall automatically terminate this lease/rental agreement. **Yes/No**

I shall not store any combustible, flammable or explosive substance on or about the premises and will not do anything, or keep anything, in or about the premises that in any way will increase the risk of fire as that may conflict with fire or insurance regulations. **Yes/No**

I shall not make any changes to the electrical wiring nor overload the electrical systems nor run any exposed wires for electrical appliances or fixtures. **Yes/No**

I understand that no additional or replacement locks of any type will be installed on any door without the written permission of Landlord. **Yes/No**

I understand that all goods, articles, merchandise, provisions, furniture, trunks, boxes, etc. are not permitted to remain in the general halls, staircase, landing, entrance, and outdoor amenity area. **Yes/No**

I will keep the interior window glass clean at all times and shall not cover any window in any manner which, in the opinion of the Landlord, detracts from the appearance of the apartment building. Unless expressly permitted by the Landlord in writing, Tenants shall not display any signs, flags, pennants, advertisements, notices, pictures, ornaments, stickers, or other lettering so as to be visible on the outside of the building or the premises. **Yes/No**

I understand that the following items shall not be considered as natural wear and tear to the premises, but shall be considered as damage to the premises and subsequently the cost of repair will be deducted from my security deposit.

- A. Holes in walls and woodwork.
- B. Marking of the interior/exterior walls or ceilings.
- C. Damage to carpeting/flooring, utility pipes, wiring, plumbing, light fixtures, or any other fixture or appliance, walls, floors or ceilings.
- D. Water damage caused by overflow of kitchen/bathroom sinks, shower, washing machine or by failure to close windows or doors during inclement weather, thereby exposing the interior of the apartment to the elements.
- E. Broken windows.
- F. Failure to leave the apartment and appliances clean upon termination of the rental agreement. **Yes/No**

I understand that tenants are responsible for the behaviour of any and all of their guests, visitors, and invitees. Such persons may not break the Tenants' Lease or these Rules and Regulations. Tenants are responsible to pay for any damages or clean-up resulting from the conduct of their guests, visitors, and invitees. **Yes/No**

I will not drive any nails or screws into walls, floors, tiles, ceilings, woodwork, or partitions; will not drill holes or fasten any article on any part of the premises, or damage or deface the same. Pictures may be hung, provided that only small size "a" type "Bulldog" type hangers or push type drawing pins are used. Use of tape, glue, or adhesive of any kind, including "blu-tack" is not permitted. **Yes/No**

I understand that waterbeds and weight lifting equipment are prohibited at all times. Air conditioners, microwaves or other ovens, space heaters, hot plates, washers, dryers, and refrigerators beyond those supplied by the Landlord are prohibited without prior written permission of the landlord. **Yes/No**

I understand that the possession, sale, or use of any illegal drug or drug paraphernalia in the premises or the building is prohibited and if this rule is not abided by it will result in the ceasing of the rental contract and my immediate eviction. **Yes/No**

I understand that upon becoming a tenant I will be provided with two keys to my flat and if applicable a communal key for the main entrance and one for the amenity area. If I then lose a flat key, whatever the circumstances, then I am responsible for the cost of the replacement. If a lock change is required as a result of me losing a key then I will also be charged the cost of the lock change. If I lose the common entrance door key then I will be charged the cost of providing all occupiers in the block with new keys. I understand that I must report all lost keys to the landlord and must not, under any circumstances, arrange for replacement keys or locks myself. **Yes/No**

I understand that upon moving in it is my responsibility to note the electric meter and water meter readings for my flat and that I am responsible for paying for all power and water used in my flat until the end of my tenancy. I understand that I am responsible as the tenant to ensure that the electric and water companies are advised that I have taken over the tenancy of my flat and the readings on the first and last day of my tenancy. **Yes/No**

I understand that I am responsible for paying all bills and charges incurred during (or apportioned over) the term of the tenancy at the premises for electricity, water, council tax, TV license, SKY or other TV facility via cable or satellite, telephone, Internet/broadband – including connection, change, transfer or termination of supply; hereby agreeing that any unpaid may be deducted equally from the deposits at the landlord's discretion and/or counted for as rent arrears and to produce to the landlord, upon demand, all relevant receipts. **Yes/No**

I understand that I am responsible for optionally insuring the contents of the flat against all risks; including those items provided by the landlord. If I decide not to take out contents insurance then that is at my risk and that I will remain liable to replace any broken, missing, damaged, or overly worn items that are provided by the landlord and are listed on the inventory. I understand that buildings insurance is the responsibility of the landlord. **Yes/No**

I understand that I am responsible for the Council Tax/Community charge and any similar local taxes. **Yes/No**

I understand that where alarms are fitted the codes must not be changed. **Yes/No**

I understand that bicycles must only be stored in the dedicated racks provided and not inside. **Yes/No**

Repairs & Maintenance

I understand that should I experience any problem with the windows, window frames, glass, structure, exterior, roof, mains water, drainage or contents (provided by the landlord) that I must contact Suttons Estate Agents **immediately** during office hours and we will arrange for one of our approved contractors to investigate the problem. Suttons are contactable on 02476 525 111 **Yes/No**

I understand that unless it is an emergency and that I have also tried and have been unable to contact Suttons that I am not permitted to arrange for any work to be carried out on the property and that the Landlord will not be liable for any costs so incurred if I have arranged for any work to be carried out without prior written approval. **Yes/No**

I understand that in case of an emergency situation during a holiday period or out of office hours, I can and will arrange for a contractor to carry out emergency works at my own risk and if the issue is deemed not an emergency situation, I will be liable for the payment of the invoice. **Yes/No**

I understand that if a contractor attends to a problem that I have reported and the fault is due to lack of care or misuse by you or other tenants occupying the property, that I will be charged for the cost of putting it right. **Yes/No**

I accept that it is very much in my interest to be available for appointments made with contractors in order that repairs can be carried out as quickly as possible. If I fail to keep an appointment made with a contractor, then I accept that I may be charged for the costs of the contractor's abortive visit. No repairs, other than emergency ones, can be carried out unless I am present at the property or I have otherwise pre-agreed access. **Yes/No**

Security

I understand and agree the use of CCTV cameras within the premises for needs of security. I understand that there are three CCTV cameras covering the main entrance way/lobby, the external amenity area, and the rear walkway. I am aware that images from these cameras are stored on a hard disc for a period of approx. 3 months. These images will only be accessed in case of an incident. **Yes/No**

I understand that if I have suffered a break-in that has resulted in damage to the external doors or windows, I must report the incident to the Police, and then contact Suttons who will arrange for a contractor to secure the property. I am aware that it is important that the Police are advised and a Crime Reference number is obtained as failure to do so may prevent me or my Landlord from making an insurance claim. **Yes/No**

Contact Details

The Managing Agents for Clockmakers Court are listed below and they are my first point of contact at all times in relation to any matters regarding Clockmakers Court. I can however also contact my Landlords directly via email via the Clockmakers own website: www.clockmakerscourt.co.uk

Agent:

Suttons Estate Agents (Austin Lee Ltd)
30 New Union Street
Coventry
CV1 2HN

Tel. 02476 525 111
Fax. 02476 634 167
Email. lettings@suttonsestates.com

Residential Lettings Manager
Melissa Austin - 02476 525 111

Office Hours:

9am–5.30pm (Monday to Thursday) 9am–5pm (Friday) 9am–1.30pm (Saturday)

Tenants shall observe all rules and regulations, which may be hereafter set forth by the landlord in reference to the use of the premises leased/rented here, in addition to these rules and regulations set forth herein. The landlords reserve the right, at their sole option, to amend or revoke any of these rules or regulations, in and all such amendments, revocations, or new rules and regulations shall become a part of this lease/rental agreement as of their effective date.

Violation of these rules or regulations, or any part of them, by the tenant will be just cause for the landlord to invoke the remedies enumerated in the lease/rental agreement in regards to these rules and regulations or to declare a forfeiture of the lease/rental agreement as in any case of forfeiture.

Any notice as to amending or revoking any of these rules or regulations in whole or in part, or to adopt new ones, shall be effective upon notice of same being sent to the tenant by the landlord in the form as set forth in this lease/rental agreement for serving of notices by landlord on tenant, or some may in addition thereto, become effective, upon the date same are posted at or near the place set up for the post boxes in the apartment building in which the demised premises are a part.

Please fully inspected the apartment for any damage or cleaning issues and any missing or worn items having referred to the detailed inventory.

Any issues found **Yes/No** (if yes please list below):

I _____
(Sign here)

First Tenant

I _____
(Sign here)

Additional Tenant (If applicable)

agree that all of the information above is correct and I agree to be pay for any utilities used and for any damage or cleaning required at the end of my tenancy as per the tenancy agreement that I have completed and signed.

Print name:

Date:

Print name:

Date: