

# Tenancy agreements

A tenancy agreement is a legally binding document agreed between a landlord and tenant which sets out the terms and conditions of the rent contract. Landlords and tenants may have other rights and responsibilities depending on which type of tenancy they have.

Tenancies can run for a set period, normally of six months or longer (fixed-term tenancy), sometimes continuing on a month-by-month basis (periodic tenancy). A tenancy agreement should be prepared before anyone rents the property.

Landlords operating in Bolton can request a free Tenancy Agreement from Bolton Landlord Accreditation Scheme.

Tenancy agreements can also be purchased from [Oyez the national stationer](#).

Assured shorthold tenancies (ASTs)The most common form of tenancy is an AST agreement. You may have an AST if all of the following apply:

- The rented property is private
- The tenancy started on or after 15 January 1989
- The property is tenants main accommodation
- The landlord doesn't live in the property

All new tenancies are automatically ASTs. You can set up another type of tenancy - called an 'assured tenancy' but this gives the tenant more rights to stay in the property.

## Tenancy terms and conditions

It is important that the terms and conditions of this legally binding document are clearly set out. We therefore recommend that you use an approved tenancy agreement which should include the following:

- Names of all people involved
- Rental price
- Deposit amount and how it will be protected
- Property address
- Start and end date of the tenancy
- Tenant and landlord obligations
- Bills the tenant is responsible for

You could also include information on:

- How to pay rent
- Whether the tenancy can be ended early and how this can be done
- Who is responsible for minor repairs

- Requirement not to cause a nuisance or anti -social behaviour
- Whether the property can be let to someone else (sublet) or have lodgers

Once you have established the tenant clearly understands the terms and conditions, you should both sign the agreement. Tenants should receive a copy of the signed agreement and should keep it somewhere safe.

## **Contract obligations for landlords**

Landlords should also ensure that the contract terms:

- Are fair
- Do not go against legal landlord duties
- Are balanced between the two parties
- Cover rent payment
- Cover deposits

If the landlord or tenant is unsure of any terms in the agreement, you should get legal advice before signing.