

TENANCY AGREEMENT

2019/2020

(joint tenancy-exclusive of utility charges)

This tenancy is not intended to create an assured shorthold tenancy, as it has been granted by a specified educational institution within the meaning of paragraph 8 of Schedule 1 to the Housing Act 1988

THIS TENANCY AGREEMENT IS MADE BETWEEN:

(1) The University of London (“the University”)

and

(2) _____ (“the Tenant”)

In respect of :

.....
 (“**The Property**”) together with the fixtures, furniture and effects in the Property

For the period from to (“**The Tenancy Term**”)

At a rent of £ per week (“**the Rent**”)

Payable in advance by varying monthly payments as set out on the attached schedule
The first payment is to be made on the

“**The Deposit**”: The sum of £..... receipt of which the University acknowledges.

Where the Property is a flat contained within another building, “**The Building**” means the block of flats or converted house of which the Property forms part including any common parts, forecourts, parking areas gardens and land held with it.

Notices (including notices in proceedings) must be served on the University by the Tenant at the following address in England or Wales (Notice under section 48 of the Landlord and Tenant Act 1987):

ADDRESS:

Student Homes, University of London Housing Services, 4th Floor, Student Central, Malet Street, London, WC1E 7HY

GENERAL CLAUSES

1. In this agreement, references to his or he should be read as his/her or he/she.
2. Each tenant who has signed this agreement is jointly and severally responsible for all the tenancy obligations (this means that **each** individual is legally responsible for **all sums due** and all **promises** made under the tenancy and not just a promise broken by that individual or that person’s share of what is owed).
3. The University is a specified educational institution within the meaning of Paragraph 8 of Schedule 1 to the Housing Act 1988 and the tenancy granted by this agreement is not an assured shorthold tenancy. There is no

obligation on the University to protect the Deposit in a government approved scheme and no statutory periodic tenancy will arise at the end of the Tenancy Term.

AGREEMENT TO LET

4. The University lets and the Tenant takes the Property for the Tenancy Term at the Rent payable above.

OWNERSHIP AND PERMISSIONS TO LET

5. The University warrants that it is legally entitled to grant this tenancy and that it has obtained the appropriate consent from its superior landlord.
6. The University agrees to pay all rents or other sums due to any superior landlord for the duration of the Tenancy Term.

THE UNIVERSITY'S OBLIGATIONS

7. The University agrees:

Possession

- 6.1. To give the Tenant possession of the Property in good repair and in a habitable condition at the start of the Tenancy.

Non Disturbance

- 6.2. Not to interrupt or interfere with the Tenant's right to quiet possession and enjoyment of the Property.

Racial and other harassment

- 6.3. Not to commit or allow any, contractors or agents to commit any form of harassment on the grounds of race, colour, age, religion, sex, sexual orientation, gender assignment or disability which may cause offence to the Tenant or the Tenant's visitors.

Remedy of defects

- 6.4. To keep in good repair and habitable condition, the structure and exterior of the Room and the Property including:
 - 6.4.1. drains, gutters and external pipes
 - 6.4.2. outside walls, outside doors, windows, including necessary external painting and decorating
 - 6.4.3. internal walls, floors and ceilings, doors and door frames, door hinges and skirting boards
 - 6.4.4. pathways, steps or other means of access
 - 6.4.5. plasterwork
 - 6.4.6. integral garages and stores
 - 6.4.7. boundary walls and fences
- 6.5. provided that the University shall not be responsible for problems of this nature resulting from failings of the Tenant or the Tenant's visitors.

Repair of common parts

- 6.6. To take reasonable care to keep any common entrances, halls, stairways, lifts, passageways and any other common parts including their electric lighting, in reasonable repair and fit for use by the Tenant and other occupiers and visitors to the Property.

Repair of installations

- 6.7. To keep in good repair and proper working order any installations provided by the University or its superior landlord for space heating, water heating and sanitation and for the supply of water, gas and electricity, including:
 - 6.7.1. basins, sinks, baths, toilets, flushing systems and waste pipes

- 6.7.2. electric wiring including sockets and switches, gas pipes and water pipes
- 6.7.3. water heaters, fireplaces, fitted fires and central heating installations

Repair of appliances

- 6.8. To keep in good repair and proper working order any mechanical or electrical appliances listed in the Inventory (for example, this may be the washing machine, TV, vacuum cleaner, etc.)

Infestations and mould

- 6.9. To keep the Property free of infestations and mould at all times, provided that the University shall not be responsible for problems of this nature resulting from failings of the Tenant or the Tenant's sub-tenants or visitors.

Gas Safety

- 6.10. To comply with the Gas Safety (Installation and Use) Regulations 1998 by ensuring that all gas appliances flues and installation pipe-work in the Property are checked by a Gas Safe-registered installer on an annual basis and that a record is kept stating the defects found (if any) and the remedial action taken and that the Tenant receives a copy of the Gas Safety Record before the Tenant takes up occupation.

Furniture and furnishings

- 6.11. To ensure that all furniture and furnishings provided comply with the Furniture and Furnishings (Fire)(Safety) Regulations 1988 (as amended).

Damage to the Property

- 6.12. If the Property or any part of it is damaged by reason of any fire, flood or other disaster, or by breach of the University's obligations under the Tenancy, the Tenant's liability for rent or a fair proportion of it according to the nature and extent of the damage, shall cease. The liability for rent shall not recommence until all necessary remedial works are completed so as to make the Property or the affected part fit for habitation. Any such reduction in rent shall not affect any other right to compensation that the Tenant may have. This provision does not apply where the damage is caused because of any act or failing of the Tenant or the Tenant's sub-tenants or visitors.

Provision of a telephone line

- 6.13. To ensure that a telephone line is connected physically to the Property, although if the Tenant wants to make use of the line then the cost of reconnecting the telephone service and for paying for its use during the Tenancy Term shall not be the responsibility of the University and the Tenant will need to agree how this will be done with the other occupants of the Property.

Provision of tools

- 6.14. To provide the Tenant with a vacuum cleaner, garden tools (if there is a garden) and other devices to enable the Tenant to fulfil the obligations in relation to cleaning and gardening below.

THE TENANT'S OBLIGATIONS

- 8. The Tenant agrees:

Possession

- 8.1. To take possession of the Property at the start of the Tenancy.

Rent

- 8.2. To pay the Rent in advance on the dates specified in the schedule to this agreement.

Council tax

- 8.3. To pay any council tax that falls due at any stage of the Tenancy as a result of the Tenant no longer being entitled to any exemption as a student or otherwise.

Water, gas and electricity and telephone charges

- 8.4. To pay the water, gas, electricity and telephone charges consumed by or supplied to the Property during the Tenancy Term, including all standing charges and VAT, or a proper proportion of the charges, assessed according to the Tenancy Term.

Use of property

- 8.5. To use the Property for residential purposes only, it being a requirement of the Tenancy that the Tenant must at all times during the Tenancy Term pursue a full time course of study at the College named by the Tenant in the Tenant's Application for this tenancy.
- 8.6. Not to operate a business at the Property.
- 8.7. Not to use the Property for any illegal or immoral purpose.
- 8.8. To refrain from smoking, or allowing any guests or visitors to smoke, within the property or at any of the open windows of the property.

Nuisance

- 8.9. Not to cause or allow any of the Tenant's sub-tenants or visitors to do anything likely to cause alarm, nuisance or annoyance to the University or to the Tenant's neighbours. In particular:
- 8.9.1. Not to play or allow to be played any audio equipment or musical instrument so loudly that it causes a nuisance or annoyance to neighbours at any time.
- 8.9.2. To use the shared parts of the Building quietly and co-operatively.

Harassment

- 8.10. Not to commit or allow the Tenant's sub-tenants or visitors to commit any form of harassment on the grounds of race, colour, religion, age, sex, sexual orientation, gender assignment or disability which may cause offence to any other tenants, visitors or neighbours, or staff of the University or its agents or contractors, or the superior landlord or its agents or contractors.

Improvements and alterations

- 8.11. Not to make improvements, alterations or additions to the Property including the erection of a television aerial, external decoration and additions to or alterations to, the University's installations, fixtures and fittings.

Risk of fire or other peril

- 8.12. Not to do anything that will increase the risk of fire, flood or other damage or danger to the Property, in particular:
- 8.12.1. Not to bring into the Property paraffin heaters or portable Calor gas heaters
- 8.12.2. Not to bring into the Property any portable electrical appliance with voltage exceeding 50kw unless it is double insulated or has been PAT inspected for safety within the past three years and labelled accordingly.
- 8.12.3. to allow University staff to inspect any portable electrical appliance kept by the Tenant in the Property and to remove it if told by University staff that it may be unsafe.

Damage

- 8.13. Not to damage the exterior, structure or any part of the Property.

Garden

8.14. To care for the garden, if any, and not to damage the garden or fences, subject to the University providing and maintaining appropriate garden tools for this purpose.

Pets

8.15. Not to keep any animals, including fish, reptiles or birds in the Property.

Interior

8.16. To keep the interior of the Property in good, clean and tidy condition, subject to the University providing and maintaining a vacuum cleaner, and other appropriate implements for this purpose.

8.17. Where the Tenant fails in complying with any of the above cleaning obligations, the University may employ a professional cleaner and recover a fair proportion of the cost from the Tenant.

Fixture and fittings

8.18. Not to damage the fixtures, furniture and effects in the Property as set out in the inventory, nor remove them from the Property.

Minor maintenance

8.19. To carry out small tasks of maintenance within the Property, for example to empty the vacuum cleaner and replace its filters, to replace and change light bulbs, clean the insides of all windows and the outside of ground-floor windows, to clean, maintain and keep free from all blockages and obstructions all baths, sinks, lavatories, cisterns, outside drains from the Tenant's waste, leaves, etc.

Common parts

8.20. Not to leave or store anything on the common stair, if any, so as to cause a nuisance or annoyance to other tenants and to make good any damage to the Property or to the fixtures, furniture and effects or to the common parts caused by the Tenant or any sub-tenant or visitor of the Tenant to the Property, fair wear and tear excepted, and to pay any costs incurred by the University in carrying out such works in default.

Reporting disrepair

8.21. To report to the University any disrepair, defect or failure in respect of the Property, the fixtures and fittings or mechanical or electrical appliances. The email address to which reports should be made is student.homes@london.ac.uk and the telephone number is 020 7664 4836.

Access

8.22. To allow the University, its superior landlord, agents or contractors access at all reasonable hours of the daytime to inspect the condition of the Property or to carry out repairs or other works to the Property or to carry out repairs or other works or to carry out maintenance of the appliances. (The University will normally give at least 24 hours' notice but the Tenant will give immediate access in an emergency).

8.23. To allow the University and/or its superior landlord access to enter and view the property with prospective tenants at all reasonable hours. (The University and/or its superior landlord will normally give 24 hours' notice).

Assignment and sub-letting

8.24. The Tenant may not assign, sublet or part with possession of all or part of the Property without the University's written consent (which will not be withheld unreasonably but is likely to be in line with the University's assignment policy that can be read via <http://studenthomes.london.ac.uk/welfare-and-support>). The University will be entitled to require the Tenant to pay the University's reasonable administrative costs for any such assignment or sublet

8.25. No assignment, subletting or parting with possession will be permitted unless recorded in writing by means of a document signed by the University, the Tenant, the guarantor and the assignee or sub-tenant.

Lodgers

8.26. The Tenant may not take in persons as lodgers or share the Property other with persons named in this agreement

Property left unattended

8.27. Whenever the Property is left unattended, the Tenant must fasten all locks to all doors and windows and activate any burglar alarm, to prevent unauthorised access to the premises. The Tenant should notify the University if s/he intends to leave the Property vacant for a period in excess of 14 days and in such a case, the Tenant shall take all reasonable steps to avoid damage from burst pipes in freezing weather.

Out of hours service

8.28. the Tenant must not make unreasonable or improper use of the University's out of hours contact service

Costs of Enforcement

8.29. The Tenant must pay the University's reasonable costs, fees, charges, and expenses properly incurred in relation to or incidental to recovery or attempted recovery of arrears of rent or other sums due under this agreement.

Keys

8.30. To keep safe any keys or other security devices giving access to the Property, and to pay the University's reasonable costs incurred in consequence of the loss of any such key, or other such device.

RECOVERY OF POSSESSION BY THE UNIVERSITY (FORFEITURE)

8. The University's rights under this clause arise if and whenever during the Tenancy Term:

- 8.1.1. the Rent is unpaid for 21 days after becoming due, whether formally demanded or not; or
- 8.1.2. there is a breach by the Tenant of any obligation or other term of this agreement; or
- 8.1.3. the Property is left unoccupied for more than 28 days continuously otherwise than by prior agreement with the University; or
- 8.1.4. the Tenant ceases to pursue a full time course of study at the College named in the Tenant's application form for this tenancy.

8.2. If and whenever during the Tenancy Term any of the events referred to above occurs, the University may, if it chooses, forfeit (i.e. bring to an end) the Tenancy subject:

- 8.2.1. in the case of unpaid rent, to the Tenant's right to ask the county court for relief from forfeiture upon payment of the arrears and costs; and
- 8.2.2. in the case of a breach of any obligation other than to pay rent, to the University's obligation to serve notice on the Tenant specifying the breach complained of, requiring its remedy if that is possible and requiring the Tenant to pay compensation in any case, and to allow the Tenant a reasonable time to remedy a breach if that is possible.

8.3. If the Property is no longer occupied by the Tenant or anyone else with a lawful right to live in it, the forfeiture will take place by a person acting on behalf of the University re-entering the Property.

8.4. If the Tenant is still in occupation the University will abide by the Protection from Eviction Act 1977 by obtaining possession through court proceedings.

8.5. If the University chooses to exercise forfeiture, it shall not affect the other rights and remedies of the University, including the right to claim damages from the Tenant or the Guarantor.

Other ways of ending the tenancy

8.6. The tenancy will end automatically at the end of the Tenancy Term.

Moving out

- 8.7. The Tenant will give the University vacant possession and return the keys of the Property at the end of the Tenancy and will remove all furniture owned by the Tenant, personal possessions and rubbish and leave the Property and the University's fixtures and fittings in the same condition, repair, cleanliness and places as at the start of the Tenancy, fair wear and tear excepted.

NOTICES

- 9.1. The Tenant shall immediately forward to the University any notices received by the Tenant that relate to the Property.
- 9.2. The University may serve any notice upon the Tenant by posting it or delivering it by hand to the Property. If the notice is posted first class, it will be taken to be received on the following day. If the notice is delivered before 4:00 p.m. it will be taken to be received on the same day.
- 9.3. The Tenant may serve all notices upon the University by posting it or delivering it by hand to the address given by the University above. If the notice is posted first class, it will be taken to be received on the following day. If the notice is delivered before 4:00 p.m. it will be taken to be received on the same day.

INVENTORY AND DEPOSIT

Inventory

- 11.1. At the start of the tenancy, the University will draw up an inventory. All furniture, fittings and effects will be listed and comments made where appropriate about their condition. The Tenant will verify the inventory. The University and the Tenant will then sign the inventory and copies will be kept by each. Where circumstances change, the inventory may need to be altered. Both the University and the Tenant should sign any alterations and copies will be kept by each.

Deposit

- 11.2. The deposit is paid to ensure that the Tenant pays the rent, performs the obligations in this agreement (including cleaning and the return of keys at the end of the tenancy) and leaves the Property in the condition it was in at the start of the Tenancy, allowing for fair wear and tear. The deposit shall be the equivalent of one month's rent. It shall be paid to the University or its agent at the start of the tenancy.

Return of Deposit

- 11.3. At the end of the tenancy, if there has been a breach of this agreement, the University may make a deduction from the deposit, to cover the cost of the loss caused. If the breach has caused damage in the shared parts of the Property, the University may require the Tenant to pay a reasonable proportion of the cost of the damage. The University will provide details of any deduction made and the Tenant will be offered a dispute resolution procedure if the Tenant feels the deduction is unjustified.
- 11.4. If the Deposit is insufficient to meet the cost of the damage caused, the Tenant will at the University's written request, pay any additional amount due as a result of the breach.

THE GUARANTOR'S OBLIGATIONS

11. In consideration of the University granting this Tenancy to the Tenant, the Guarantor guarantees the payment by the Tenant of the Rent to the University and the performance and observation by the Tenant of the terms of this agreement. In particular:
- 11.1. If the Tenant defaults in the payment of the Rent for the period of 21 days the Guarantor upon a written request by the University shall pay the Rent that is in arrears;

- 11.2. If the Tenant defaults in the performance or observance of any of the provisions on the Tenant's part contained in this agreement, the Guarantor shall pay to the University all losses, damages, expenses and costs that it shall be entitled to recover by reason of the Tenant's default, to the extent to which the University is unable to recover them from the Tenant;
- 11.3. This guarantee shall continue for the duration of this agreement, but it shall not be revocable or discharged by the death or bankruptcy of the Tenant;
- 11.4. Furthermore, this guarantee shall not be discharged by the University giving the Tenant time in which to meet his rent or other indulgence in respect of the Tenant's obligations under this agreement;
- 11.5. If this agreement is assigned with the written consent of the University or is terminated by agreement or by re-entry or disclaimer or otherwise, all future liability on the part of the Guarantor shall cease.
- 11.6. the Guarantor's liabilities shall not be affected by any refusal by the University to accept Rent tendered by or on behalf of the Tenant at a time when the University is entitled to seek a court order for possession of the Property; the Guarantor's liabilities shall not be affected by any variation of the terms of this agreement made by agreement between the University and Tenant, but no variation is to bind the Guarantor to the extent that it is materially prejudicial to him

TENANT'S PROMISES TO THE GUARANTOR

12. The Tenant shall pay to the Guarantor all losses, damages, expenses and costs that the Guarantor suffers as a result of any breach by the Tenant of the terms of this agreement and/or any claim made by the University under the above guarantee.
13. The Tenant accepts that the Guarantor may share any previous and/or forwarding address/ contact details with the University for the purpose of pursuing any debts/ sums owed under this agreement.

DATA PROTECTION

14. The University is subject to data protection legislation and will manage your personal data in accordance with the Tenant Privacy Notice.

SIGNED BY

The UNIVERSITY

Signed on and behalf of the University of London

Name:

Chris Cobb

Position:

Pro VC (operations)

The TENANT:

Name of signatories:

TENANT PRIVACY NOTICE

During the application process and throughout your tenancy you will be asked to provide some personal information for our records. The statement below explains how the University will process this data. You will find data protection referred to in your tenancy agreement.

The University of London Housing Services comes under the umbrella of CoSector, which is a wholly owned subsidiary of the University of London (UoL), a registered Data Controller.

The data we collect

In order for us to manage your tenancy we will need to process your personal data as part of your use of our service. The data we will collect from you will include, and is not limited to the following:

- your personal details for example full name, personal and academic contact details,
- your out of term address,
- information about your course of study and institution,
- your disability status and/or any other relevant medical condition (where relevant to your housing needs),
- your property address with landlord and letting agent details, where relevant,
- area specific details on a case-by-case basis depending on the service we provide for you (for example, housing advice),
- originals and/or copies of evidence documentation, as relevant and necessary in order to deliver our services for you
- financial / payment information

What we do with your data

The University processes the information for the following purposes:

- Managing your tenancy agreement, including application, termination and disputes
- Verifying your student status and other relevant information with your University or College
- To carry out reporting and analysis on our tenants to check and monitor our outcomes
- Contacting you regarding other University services (you will be able to unsubscribe if you wish)

The legal basis we use to process your data

The University has to have a legal basis for processing your data and relies on the following approach:

- Collecting the data is necessary for the performance of your contract with us as a tenant
- Where you access certain optional services we will ask for your consent
- The University may process your data where necessary for compliance with a legal obligation arising from Housing Act 1988, Landlord and Tenant Act 1987 and Protection from Eviction Act 1977, which are all referred to in the Tenancy Agreement
- Where you provide health, equality and diversity information we will ask for your explicit consent and use it for statistical purposes in the public interest as part of our duties to monitor equalities information
- If in a medical emergency where you cannot give consent and we need to provide your data to a doctor or other medical services we will do this in regard to your vital interests
- If you notify us of disability and any required reasonable adjustments we will process your data for carrying out our obligations in the field of social protection law

How long we keep your data for

Your data will be stored for the duration of your tenancy. After you cease your agreement we will take the following approach:

- Your tenant file will be retained for 6 years
- If you have outstanding debts or disputes with University regarding the agreement, we will retain your data as appropriate to recovering the debts or resolving the disputes
- We will retain other data collected on you for appropriate periods based on risk and necessity

Sharing your data with third parties

To fulfil our services defined above we will need, where appropriate, to share relevant data with third parties. By signing your tenancy agreement you are authorising CoSector - University of London Housing Services to share data with the following, as appropriate:

- the college or university you are registered with
- landlords or letting agents
- other tenants in your property

- parents and guardians if a payment or guarantor issue concerns them
- local authorities
- debt collection agencies
- our suppliers (for example, contractors for property maintenance or surveyors)
- utilities providers
- auditors and other compliance and regulatory affiliations
- Universities UK

The University may use an external contractor or 'data processor' to store or manage its data. It will process this data only for purposes specified by the University and will be bound by contract to meeting the University's obligations under the General Data Protection Regulation. Where data is passed outside the EEA, the University will take the relevant steps to ensure there is adequate protection in place.

Your personal data will not be passed to any other third party without your consent, except where the University is required to do so by law.

Your rights

You have a number of rights under the General Data Protection Regulation, such as the right of access to your data (the 'Subject Access Right'). For more information please see the University's Data Protection page at the following link:

<https://london.ac.uk/about-us/how-university-run/policies/data-protection-policy>

Finding out more

You can find out more at the University's Data Protection page at the following link: <https://london.ac.uk/about-us/how-university-run/policies/data-protection-policy>

I have read and understood the privacy notice

Please sign / tick below to confirm that you have read and understood the above and agree to the processing of your personal data as set out in this statement