

Assured Shorthold Tenancy Agreement

Dated **DATE** 2019

relating to

Property address

between

Name (Landlord)

and

Name (Tenant(s))

and

Name (Guarantor)

Tenant(s) Initial _____

Disclaimer

This Assured Shorthold Tenancy ("AST") is a complex legal document which creates a number of rights and responsibilities in relation to the Property ("The Property") which is the subject of this AST. Please take adequate time to read through the tenancy agreement and to put any questions you may have to our representative before signing the agreement. You will be left alone for a period of time to read through the tenancy agreement. We will then enquire as to whether you have understood the agreement and if you have any questions regarding its content. You will be asked to confirm that you have read and understood the tenancy agreement and will be invited to sign and to witness the signature of a representative for Wilkins Hammond on behalf of the Landlord. You will be given the Original Tenancy Agreement with the Counterpart being retained by us.

You are signing an Assured Shorthold Tenancy Agreement and the assured period is for six months, continuing after the initial six months as a Statutory Period Assured Shorthold Tenancy, until either the Tenant gives one month's written notice or the Landlord serves notice for possession of the property. Please refer to our fees and charges summary for details on costs should you wish to renew your tenancy for any reason.

There is no time limit for this appointment and you are advised that if you are not sure of the content of the agreement, you should seek independent advice before signing this document.

I/We confirm that I have read the above statement	
Signed by Wilkins Hammond: (Landlords Agent)	<input checked="" type="checkbox"/>
Signed by name : (Tenant(s))	<input checked="" type="checkbox"/>
Signed by name : (Guarantor)	<input checked="" type="checkbox"/>
Dated:	<input checked="" type="checkbox"/>

Tenant(s) Initial _____

Short Particulars of Tenancy

1. Landlord(s)	Names
2. Landlord's Address	c/o Wilkins Hammond, 28 Glumangate, Chesterfield S40 1TX
3. Tenant(s)	Names
4. Deposit	£0.00
5. Start Date	Day/month/year
6. Rent Payment Date	day of each month/week
7. Rent	£0.00 per week/calendar month
8. Address of Property	Address
9. Term	6 Months
10. Tenant Deposit Scheme	TDS
11. Number of Lawful Occupiers	0
12. Guarantor	Names

Tenant(s) Initial _____

Agreed Terms

PARTIES

(1) **Name**, c/o Wilkins Hammond, 28 Glumangate, Chesterfield S40 1TX enquiries@wilkins-hammond.com
01246 232853 (The Landlord).

(2) **Name, Address, email, telephone number** (The Tenant).

1. INTERPRETATION

The following definitions and rules of interpretation apply in this agreement.

1.1 Definitions:

Agent: the management or Letting Agent authorised to act on the Landlord's behalf;

Deposit: the amount listed at point 4 in the Short Particulars;

Start Date: as set out at point 5 of the Short Particulars;

HA 1988: Housing Act 1988;

HA 2004: Housing Act 2004;

Insured Risks: fire, explosion, lightning, earthquake, storm, flood, bursting and overflowing of water tanks, apparatus or pipes, impact by aircraft and articles dropped from them, impact by vehicles, riot, civil commotion and any other risks against which the Landlord decides to insure from time to time and Insured Risk means any one of the Insured Risks;

Inventory: the document accompanying this agreement witnessing the condition of the property and the start of this agreement;

Landlord: may refer to the Landlord(s) personally or to the Agent authorised to act on the Landlord's behalf;

Lawful Occupiers: the number of people listed at point 11 in the Short Particulars and set out in detail in Schedule 2;

LTA 1985: Landlord and Tenant Act 1985;

Property: as identified by the address given at point 8 in the Short Particulars;

Rent: the amount listed at point 7 in the Short Particulars;

Rent Payment Date: as set out at point 6 in the Short Particulars;

Scheme Administrator: administrator of either a custodial or insurance TDS;

TDS: tenancy deposit scheme, as defined in section 212(2) of the HA 2004;

Tenancy: the tenancy created under this agreement and any contractual periodic tenancy that arises after the term has expired;

Term: as set out at point 9 in the Short Particulars;

Working Day: any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England or Wales?

1.2. Clause headings shall not affect the interpretation of this agreement;

Tenant(s) Initial _____

- 1.3. A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality) and that person's legal and/or personal representatives, successors and permitted assigns;
- 1.4. Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular;
- 1.5. Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders;
- 1.6. A reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time;
- 1.7. A reference to a statute or statutory provision shall include all subordinate legislation made from time to time under that statute or statutory provision;
- 1.8. A reference to an agreement is a reference to this agreement;
- 1.9. A reference to **writing** or **written** includes fax and e-mail;
- 1.10. Any reference to the giving of consent by the Landlord requires the consent to be given in writing, signed by the Landlord or the Agent on the Landlord's behalf;
- 1.11. Any obligation on a party not to do something includes an obligation not to allow that thing to be done and an obligation to use best endeavours to prevent that thing being done by or to another person;
- 1.12. References to clauses are to the clauses of this agreement;
- 1.13. A reference to the Landlord includes a reference to the person entitled to the immediate reversion to this Tenancy. A reference to the Tenant includes a reference to its successors in title and assigns;
- 1.14. Unless otherwise expressly provided, the obligations and liabilities of the parties under this agreement are joint and several. This means where, for example, the Tenant is more than one person, they will be liable for all sums due under the agreement, not just liable for a proportionate part;
- 1.15. The obligations of the Tenant and Guarantor arising by virtue of this agreement are owed to the Landlord. The obligations of the Landlord are owed to the Tenant;

2. GRANT OF THE TENANCY

- 2.1. The Landlord lets the property to the Tenant for the Term.
- 2.2. This agreement creates an Assured Shorthold Tenancy under Part I of Chapter II of the HA 1988.

3. RENT

- 3.1. The Tenant shall pay the rent in advance on or before the rent payment date, the first payment to be on the start date.
- 3.2. The rent is to be paid by standing order or direct credit to the following destination bank account: Barclays Bank PLC, 37 Rose Hill, Chesterfield, S40 1LS Sort Code: 20-20-50, Account Number: 30876461.
- 3.3. The Tenant shall pay interest at the rate of 4% per annum above the Bank of England base rate on any rent lawfully due that is paid more than 14 days after the date on which it became due. The interest will be payable from the date the rent should have been paid until the date the rent is actually paid.
- 3.4. The Tenant shall be in breach of this agreement if the Tenant fails to pay the rent in accordance with this clause 3 and the Landlord shall be entitled to use the statutory provisions contained in the HA 1988 or any other statutory remedies available to recover possession of the Property.
- 3.5. If the property is damaged or destroyed by an Insured Risk so as to be unfit for occupation and use then, unless this damage or destruction has been caused by the wilful actions, negligence or default of the Tenant, payment of the rent shall be suspended until the property is fit for occupation and use.

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3.6. Any rent review notice must be given to the Tenant at least 28 days before the review date. The notice period can be longer, but not longer than 90 days.

4. DEPOSIT

4.1. At the end of the Tenancy, the Landlord shall be entitled to withhold from the Deposit such proportion of the Deposit as may be reasonably necessary to:

- (a) except for fair wear and tear, make good any damage to the Property, the Common Parts or any of the items listed in the Inventory caused by the Tenant's failure to comply with the Tenant's obligations under this agreement;
- (b) replace any items listed in the Inventory which are missing from the Property at the end of the Tenancy;
- (c) pay any rent which remains unpaid;
- (d) pay for the Property to be cleaned if the Tenant is in breach of its obligations under clause 9.1;
- (e) cover the reasonable removal, storage and disposal costs incurred by the Landlord where the Tenant has failed to comply with clause 14.5 of this agreement;
- (f) recover any reconnection charge paid by the Landlord where the Tenant has failed to comply with the obligation in clause 10.3;
- (g) cover the reasonable costs incurred by the Landlord in removing or reversing any addition or alteration or in reinstating the former decorative scheme where the Tenant has made any addition or alteration to the Property or has redecorated the Property without the Landlord's prior written consent.

5. TDS ARRANGEMENTS

5.1. The Deposit (if provided on or prior to the Start Date) will be registered as deposited as required with the TDS within 30 days of the Start Date and in either instance the Landlord will inform the Tenant of the TDS being used and give details of the TDS as required under the membership rules of that TDS.

5.2. The Landlord will provide within the timeframe set out in clause 5.1 the information required under section 213(5) of the HA 2004 as set out in the Housing (Tenancy Deposits) (Prescribed Information) Order 2007 (SI 2007/797).

5.3. The Landlord agrees that the Deposit shall be held in accordance with the rules of the TDS.

5.4. The Landlord and Tenant agree that any interest accrued from the Deposit shall be paid to the Agent, as defined in Section 213(10) of the HA 2004.

5.5. The Landlord shall inform the Tenant within 10 Working Days of the Tenancy ending if the Landlord intends to withhold all or part of the Deposit as detailed in clause 4.1.

5.6. The Landlord shall inform the Scheme Administrator within 10 Working Days of the Tenancy ending that the Deposit is to be repaid in the sums agreed between the Landlord and Tenant.

6. THE INVENTORY AND REPORT OF CONDITION

6.1. If the Landlord, or Agent acting on behalf of the Landlord, has prepared an Inventory and/or report on condition, it must be attached to this agreement.

6.2. Unless the Landlord receives written comments on or amendments to the Inventory and/or report on condition within 14 days of the start of the Tenancy, the Tenant shall be taken as having accepted the Inventory and report on condition as a full and accurate record of the condition of the Property and its contents.

6.3. The Landlord must ensure that any comments or amendments received from the Tenant under clause 6.2 are attached to

Tenant(s) Initial _____

the Inventory and/or report of condition annexed to this agreement.

7. USE OF THE PROPERTY

7.1. The Tenant shall:

- (a) only use the property as a private dwelling house for the use of the Lawful Occupiers;
- (b) immediately notify the Landlord if the immigration status of any of the Lawful Occupiers changes from that recorded in the Schedule 1; and
- (c) not permit anyone other than the Lawful Occupiers to occupy the Property without the prior written consent of the Landlord (such consent not to be unreasonably withheld).

7.2. The Tenant shall not do anything to or on the Property that:

- (a) causes a nuisance, annoyance or damage to occupiers of neighbouring, adjoining or adjacent property, or to the owners or occupiers of them; or
- (b) involves using the property for immoral or illegal purposes; or
- (c) has the effect of invalidating the insurance that the Landlord has taken out in accordance with clause 11.2.

7.3. The Tenant shall send to the Landlord a copy of any notice or other communication affecting the Property with seven days of receipt to the Landlord's Address as set out at point 2 in the Short Particulars and shall not take any action regarding such notices or communications without the prior written consent of the Landlord.

8. ASSIGNMENT OR SUBLETTING

8.1. The Tenant shall not assign, sublet, part with or share possession of the whole or any part of the Property without the prior written consent of the Landlord (such consent not to be unreasonably withheld).

9. REPAIRS AND ALTERATIONS

9.1. The Tenant shall keep the interior of the Property clean, tidy and in the same condition as at the start of the Tenancy (except for fair wear and tear).

9.2. If the Property has a garden, the Tenant shall keep it clean and tidy, free from rubbish and shall not introduce any additional non-potted plants to the garden without the Landlord's consent (not to be unreasonably withheld).

9.3. The Tenant shall keep clean the inside and outside of all windows that the Tenant can reasonably reach.

9.4. The Tenant shall promptly replace and pay for all broken glass at the Property where the Tenant, or the Tenant's family, visitors or anybody known by or to the Tenant has caused the breakage.

9.5. The Tenant shall keep clear and not cause any blockage to the drains, gutters and pipes of the Property. This obligation does not require the Tenant to carry out any works or repairs for which the Landlord is liable under clause 11.5.

9.6. The Tenant shall not make any alteration, addition, or redecorate the Property without the prior consent of the Landlord (such consent not to be unreasonably withheld).

9.7. The Tenant shall not make any additional connections for services to the Property without the prior consent of the Landlord (such consent not to be unreasonably withheld), to include satellite television, cable services, fibre broadband and home heating controls, with any such equipment and information being required to operate these services being left in the Property by the Tenant at the end of the Term where practicable to do so.

9.8. The Tenant shall take adequate steps against frost damage to the Property during cold weather.

9.9. The Tenant shall inform the Landlord if the property is to be vacant for a period of more than 28 consecutive days.

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- 9.10. The Tenant must take reasonable steps to ensure that the Property is secure whenever the Property is unoccupied.
- 9.11. The Tenant agrees that if the Property is to be unoccupied for a period of more than 28 consecutive days, the Landlord may have access during that period for the purposes of keeping the Property insured and taking such steps as may reasonably be necessary to mitigate the risk of damage to the Property during that period.
- 9.12. The Tenant must notify the Landlord as soon as reasonably possible of any repairs that are needed to the Property or to any items listed on the Inventory for which the Landlord is responsible.
- 9.13. The Tenant permits the Landlord or Landlord's Agent to disclose contact details to suppliers of any utilities including (but not exhaustively) gas, electricity, water, drainage, telephone or telecommunications consumed on or supplied to the Premises during the Term in respect of bills which may remain unpaid following termination of the Tenancy.
- 9.14. The Tenant will be liable for the reasonable cost of repairs where the need for such repairs is attributable to the Tenant's failure to comply with the obligations set out in this agreement or where the need for repair is attributable to the fault or negligence of the Tenant, any member of the Tenant's household or any of the Tenant's visitors.

10. UTILITIES AND OUTGOINGS

- 10.1. The Tenant shall pay all charges for gas, electricity, water and drainage services, telephone, cable, satellite television and all or any other services (if applicable) used by the Tenant at the Property.
- 10.2. The Tenant shall comply with all laws and recommendations of the relevant suppliers relating to the use of those services and utilities.
- 10.3. Where the Tenant allows, either by default of payment or specific instruction, the utility or other services to be cut off, the Tenant shall pay the costs associated with reconnecting or resuming those services.
- 10.4. The Tenant shall pay for a television licence for the Property if such a licence is required.
- 10.5. The Tenant shall pay the Council Tax for the Property.
- 10.6. If any of the costs in this clause are payable in relation to the Property together with other property, the Tenant shall pay a fair proportion of all those costs, such proportion to be calculated by the Landlord in his absolute discretion.

11. LANDLORD'S COVENANTS

- 11.1. The Landlord shall provide the Tenant with suitable means of access to and egress from the Property.
- 11.2. The Landlord shall insure the Property to its full value against loss or damage by the Insured Risks and shall provide a copy of the insurance cover to the Tenant if requested. The Landlord's insurance does not cover the Tenant's possessions. The Tenant is advised to insure his own possessions with a reputable insurer.
- 11.3. The Landlord shall make good any damage caused by an Insured Risk, unless the damage was caused by the wilful actions, negligence or default of the Tenant.
- 11.4. The Landlord shall allow the Tenant quiet enjoyment of the Property without any interruption by the Landlord.
- 11.5. In accordance with section 11 of the LTA 1985, the Landlord shall:
- (a) keep in repair the structure and exterior of the Property (including drains, external pipes, gutters and external windows);
 - (b) keep in repair and proper working order the installations in the Property for the supply of water, gas and electricity and for sanitation (including basins, sinks, baths and sanitary conveniences, but not other fixtures, fittings and appliances for making use of the supply of water, gas or electricity); and
 - (c) keep in repair and proper working order the installations in the Property for space heating and heating water.

Tenant(s) Initial _____

11.6. The Landlord shall not be required to:

- (a) carry out any works or repairs for which the Tenant is liable by virtue of this agreement; or
- (b) keep in repair or maintain anything which the Tenant is entitled to remove from the Property.

12. DEFAULT BY THE TENANT

12.1. The Landlord reserves the right to re-enter the Property if:

- (a) the Rent is unpaid 21 days after becoming payable whether it has been formally demanded or not;
- (b) the Tenant is declared bankrupt under the Insolvency Act 1986;
- (c) the Tenant has breached the agreement; or
- (d) any of the Grounds 2, 8, 10-15 and 17 set out in Schedule 2 of the HA 1988 apply namely if (as the Property are subject to a mortgage granted before the Tenancy) the mortgagee should become entitled to exercise a power of sale and require possession of the Property for the purpose of disposing of it with vacant possession in exercise of that power.

This clause 12.1 does not affect any rights of the Tenant under the Protection from Eviction Act 1977. The Landlord cannot evict the Tenant without a Court having first made an order for possession.

12.2. If the Landlord re-enters the Property pursuant to this clause, then the Tenancy shall immediately end. Any right or remedy of the Landlord in respect of any breach of the terms of this agreement by the Tenant will remain in force.

12.3. If the Tenant breaches this agreement or fails to fulfil any of its obligations under this agreement, the Tenant shall pay any reasonable costs properly incurred by the Landlord in remedying such breaches or in connection with the enforcement of those obligations.

13. LANDLORDS RIGHT TO ENTER THE PROPERTY AND TO DISPLAY SIGNS

13.1. The Landlord reserves the right for the Landlord, or any person acting on behalf of the Landlord, to enter the Property on giving at least 24 hours' prior notice in writing to the Tenant:

- (a) to inspect the condition and state of repair of the Property;
- (b) to carry out the Landlord's obligations under this agreement;
- (c) to take gas, electricity or water meter readings;
- (d) for any purpose mentioned in this agreement or connected with the Landlord's interest in the Property or any other property; and
- (e) to show prospective Tenants or Purchase's around the Property.

13.2. The Landlord has the right to retain a set of keys to the Property which shall only be used with the prior consent of the Tenant (except in emergency).

13.3. The Landlord reserves the right to display a "for sale" or "to let" sign on the Property in the last two months of the Tenancy.

14. EXPIRY OF THE TENANCY

14.1. At the end of this Tenancy howsoever determined, the Tenant shall return the Property to the Landlord in the condition required by this agreement.

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14.2. If the Landlord allows the Tenant to remain in the Property after the Term has expired then the Tenancy shall continue as a contractual periodic tenancy on a monthly basis. To end the periodic tenancy, the Tenant shall give to the Landlord at least one month's notice in writing, but the tenancy may not be terminated during the initial six month period.

14.3. The Landlord has the right to recover possession of the Property if:

- (a) the Term has expired;
- (b) the Landlord has given two months' notice to the Tenant of the Landlord's intention to recover possession of the Property; and
- (c) at least six months have since the date of this agreement.

14.4. The Tenant shall provide the Landlord with a forwarding address once the Tenancy has come to an end.

14.5. The Tenant shall remove all personal possessions from the Property when the Tenancy ends. If any of the Tenant's personal possessions are left at the Property after the Tenancy has ended, the Tenant will be responsible for meeting all reasonable removal and storage charges. The Landlord will remove and store the possessions for a maximum of one month. The Landlord will take reasonable steps to notify the Tenant at the Tenant's last known address. If the items are not collected within one month, the Landlord may dispose of the items and the Tenant will be liable for the reasonable costs of disposal.

15. NOTICES

15.1. Any notice to the Landlord served under or in connection with this agreement shall be deemed to have been properly served if:

- (a) sent by first class post to the Landlord's address stated in the Parties clause; or
- (b) hand delivered to the Landlord's address stated in the Parties clause; or
- (c) sent to the Landlord's fax number or e-mail address stated in the Parties clause.

The Landlord's address for service is the Landlord's Address, or such other address as the Landlord may specify from time to time.

15.2. Any notice served to the Tenant under or in connection with this agreement shall be deemed to have been properly served if:

- (a) sent by first class post to Property; or
- (b) hand delivered to the Property; or
- (c) sent to the Tenant's fax number or e-mail address stated in the Parties clause; or
- (d) sent to a forwarding address provided in writing to the Landlord when the Tenant vacates the Property.

15.3. If a notice is given in accordance with clause 15.1, or clause 15.2, it shall be deemed to have been received if:

- (a) delivered by hand, at the time the notice is left at the proper address; or
- (b) sent by first-class post, on the second Working Day after posting; or
- (c) sent by fax, at 9:00 am on the next Working Day after transmission; or
- (d) sent by e-mail, at 9:00 am on the next Working Day after transmission.

16. GOVERNING LAW

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16.1. This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including no-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

16.2. This agreement has been entered into on the date stated at the beginning of it.

17. FEES AND CHARGES

17.1. In addition to paying rent for the property, during the tenancy tenants may also be required to make the following permitted payments:

- (a) Payments to other third parties: such as Council Tax, utilities or payments for communications services;
- (b) Default Charges: such as payments for the replacement of lost keys or interest on overdue rent;
- (c) Variation, assignment or novation of a tenancy: such as requests from the tenant to vary, assign or replace a tenancy (maximum £50 inc VAT)
- (d) Termination of tenancy: equivalent to the loss suffered by the landlord i.e re-letting fees and/or the balance of rent due during a fixed term tenancy

COPY

Tenant(s) Initial _____

Schedule 1) Additional Provisions

1. Business Use

The Tenant shall not use the Property or any building erected on the Property for the purposes of conducting a business.

2. Pets

The Tenant shall not keep any pets or any other animals on or in the Property without the prior written consent of the Landlord. If permission is granted, it may be conditional on the Tenant paying an additional reasonable amount towards the deposit.

3. Vehicles

No commercial vehicles greater than 1,850 kg, caravans, structures, lorries, trailers, unused vehicles or anything of a similar nature not normally found on residential premises shall be placed or allowed to remain on the Property or within the boundaries of the Estate of which the Property might form part without the prior written consent of the Landlord (such consent not to be unreasonably withheld).

Schedule 2) Lawful Occupiers

Name	Date of birth	Documents Checked	Immigration Status	Date of check
Tenant 1	Day/Month/Year	Passport/Driving Licence. etc.	Unlimited right to rent	Day/Month/Year
Tenant 2				

Schedule 3) Other Occupiers

1. The Landlord agrees that, in addition to the Lawful Occupiers, the following person(s) (who for the avoidance of doubt are not tenant(s)) may live at the Property:

- (a) the Tenant's children or other dependants who are under 18 years of age at the start of the Tenancy; and
- (b) the following adults (if any):

Name	Date of birth	Documents Checked	Immigration Status	Date of check
Adult 1	Day/Month/Year	Passport/Driving Licence, etc.	Unlimited right to rent	Day/Month/Year
Adult 2				

Tenant(s) Initial _____

Schedule 4) Guarantor Agreement

Name of Address, Telephone: 1234567890, Email: test@example.com (The Guarantor)

1. In consideration of Tenants name(s) continuing to reside at Property Address I confirm that I will pay to the Landlord such rents, other charges and legal costs as may be due in respect of the whole period of their occupation of the tenanted Property until the date of vacation.
2. I confirm and guarantee that in the event of non-payment of rent, other charges and legal costs due to the Landlord that such sum shall be a debt due from myself to the Landlord as if the monies had been due directly from myself.
3. I confirm that if necessary, I would be financially able to meet the commitments of the Rent for the Property as well as my own current commitments.
4. I confirm and guarantee that at the termination of the tenancy, should the Landlord incur any costs in respect of willful or malicious damage or neglect on the Tenant's behalf, then, upon receipt of a demand together with proof of expenditure, I will reimburse the costs to the Landlord should the Tenant not pay.
5. I have read and fully agree with and understand the terms of this guarantee and enter into this guarantee of my own free will. I also confirm that I have been given a copy of the Tenancy Agreement and that I have read the terms of the agreement and fully understand them.

Guarantor Signatures

Signed by name: (The Guarantor)	×
Dated:	×

Landlord and Tenant Signatures

Signed by Wilkins Hammond: (Landlords Agent)	×
Signed by name: (The Tenant(s))	×
Dated:	×

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Confirmation of Receipt of Rent/Bond

Rent Received in Advance	£0.00 (AMT Hundred and AMT Pounds)
Security Deposit Received	£0.00 (AMT Hundred and AMT Pounds)
Signed by Wilkins Hammond: (Landlords Agent)	×

Documents received upon commencement of this Tenancy

Two copies of the Inventory and Record of Condition	<input checked="" type="checkbox"/>
Energy Performance Certificate	<input checked="" type="checkbox"/>
Gas Safety Certificate	<input checked="" type="checkbox"/>
'How to Rent' Checklist	<input checked="" type="checkbox"/>
Tenancy Deposit Scheme Information Leaflet	<input checked="" type="checkbox"/>
Prescribed Information	<input checked="" type="checkbox"/>
Signed by name: (The Tenant(s))	×
Dated:	×

Useful Contact Details (change if let only)

WILKINS HAMMOND RESIDENTIAL LETTINGS	PHONE	01246 232853
	E-MAIL	enquiries@wilkins-hammond.com
	ADDRESS	Devon House 28 Glumangate Chesterfield S40 1TX
	FAX	01246 211917
OUT OF OURS (EMERGENCY ONLY)		07775 573416

Tenant(s) Initial _____

PAYMENT BY STANDING ORDER

(Please complete this form and hand to your bank)

Name and Address of Tenant Bank

1. Please transfer

£000.00

(amt Hundred and amt Pounds)

2. Payee:

WILKINS HAMMOND

3. At:

Barclays Bank plc,

37 Rose Hill, Chesterfield S40 1LS

Bank Sort Code:

20-20-50

Account Number:

30876461

4. Reference:

REF

Please Commence Payment to Reach Wilkins Hammond by: **DATE 2016**

And thereafter by the **date** day of each **Week/Calendar Month** until further notice

Name(s) _____

Acc No _____

Signed _____

Date: _____

Tenant(s) Initial _____