

Heads of Terms for Residential Letting

1. Details of the premises: << >>
2. Name and address of the tenant(s) << If the tenancy is joint include both sets of details>>
3. Name(s) and address(es) of the landlord << >>
4. Name and address of guarantor << >>
5. Tenancy term and proposed start date << >>
6. Will the tenancy agreement include a break clause? Yes If yes:
 - a) Who can exercise it? Landlord/tenant/both << >>
 - b) When can the break be exercised? <<e.g. after the first 6 months of the term>>
 - c) What notice period is required? << >>
7. Rent payable:
 - a) Amount: <<£ amount>>
 - b) Frequency: weekly in advance/quarterly in advance << >>
 - c) How is it to be paid? cash/bank transfer << >>
8. Rent deposit required? Yes/No << >>
9. Type of lease? <<e.g. Assured Shorthold Tenancy>>
10. Energy efficiency:
 - a) EPC provided? Yes/No << >>
 - b) Energy efficiency rating: << >>
 - c) Other information: <<e.g. planned energy improvements>>
11. Latest gas safety certificate << >> << If a gas safety condition report is attached, please attach a copy of the report >>
12. Government "How to Rent" checklist << >> << If a "How to Rent" checklist is attached, please attach a copy of the checklist >>
13. Other matters: <<None or if any, please state>>