

# CONTRACT GUIDE



University of Surrey  
**Lettings**



So you have found suitable accommodation and you are now being asked to sign a contract, pay monies and commit yourself to a property.



Remember, a tenancy agreement is a legally binding document and you should not sign this unless you have read it thoroughly and understand what your responsibilities are.



If you are unsure about the meaning of any clauses the USL team or The Citizens Advice Bureau can help to review these with you.

## Agency fees

Letting agencies are required to provide you a breakdown of ALL their fees before you are asked to sign a contract.

Ask what fees (if any) are refundable if the contract does not go ahead as most are non-refundable.

## Read your contract

You should be given enough time to go through your contract thoroughly.

USL can help by checking over the contract for you. Simply email a copy of your contract and highlighted clauses you don't understand to [usl@surrey.ac.uk](mailto:usl@surrey.ac.uk)

## Landlord options

You will be renting from either a private landlord, letting agent or resident landlord.

The fees, requirements and contracts are very different for each of these.

Make sure you understand which group yours fall into as there are different legal responsibilities for each.

## Contract content

Check that all the below is in the contract:

- Names of ALL the tenants and guarantors
- Rental amount and date payable
- The landlords name and UK address
- The start and end dates of the tenancy
- Details of the deposit protection scheme AND their prescribed information.

## Deposits

You will usually pay a 4-6 week deposit.

If you do and you have been given an Assured Shorthold Tenancy Agreement, your landlord or agent must ensure the deposit is protected in one of the approved tenancy deposit protection schemes.

Make sure you are given the schemes prescribed information.

## Break Clause

Most contracts do not give you the option to end the tenancy early.

A break clause allows tenants to hand in notice to leave the property before the end of their tenancy (all tenants must agree).

If there is no break clause does it mention change of sharer or early termination?