

## **AGREEMENT**

for letting furnished dwellinghouse  
on an assured Shorthold tenancy  
under Part 1 of the Housing Act 1988

THIS AGREEMENT is made the **200X** BETWEEN:

(1) **MR WILLIAM BUTLER-ADAMS**

("the Landlord" which includes the persons for the time being entitled to the reversion immediately expectant in the determination of the tenancy hereby created)

(2) **MR T. ENNANT**

("the Tenant" which includes the persons deriving title under the Tenant)

NOW IT IS AGREED as follows:-

### **1. DEFINITIONS**

1.1 "The Property"

means the dwellinghouse excluding any garage or outhouses  
(if any) situate at and known as

1 Any Place

Jesmond

Newcastle upon Tyne

NE2

together with the fixtures fittings furniture and effects now in or on the Property more particularly specified in the Inventory signed by the parties hereto and attached hereto references to the Property include references to any part or parts of the Property and to the fixtures fittings furniture and effects or any of them

1.2 "the Term" means a fixed term from the 1<sup>st</sup> day of August **200X** to the 30th day of June **200X**.

1.3 "the Rent" means **£X,000** for the fixed term equating to **£X** per person per week amounting to **£X** per person for the fixed term payable in advance on the date this Agreement is signed by:-

(i)A calendar monthly standing order of **£X** per month on the 1<sup>st</sup> day of each month, the first payment being made on the 1<sup>st</sup> day of August **200X** and the last payment being made on the 1<sup>st</sup> day of June **200X**

subject always to any increase in the rent to which the Landlord may after the term be entitled pursuant to Section 6 and/or Section 13 of the Housing Act 1988 on giving the Tenant 14 days notice

1.4 "the Security Deposit" means the sum of **£X** (equating to **£X** per person where the expression "the Tenant" comprises more than one person.) Deposit to be paid upon exchange of Tenancy counterpart agreement.

## **2. LETTING**

THE Landlord agrees to let and the Tenant agrees to take all the Property for the term at the rent payable as above

## **3. ASSURED SHORTHOLD TENANCY**

THIS Agreement is intended to create an Assured Shorthold Tenancy under the Housing Act 1988 and the Tenant undertakes that the landlord will be entitled to recover possession of the Property at the end of the term

## **4. SECURITY DEPOSIT**

THE Tenant agrees with the Landlord to pay by cheque on the signing hereof the Security Deposit to the Landlord or the Landlord's Agents

- 4.1 The Landlord or the Landlord's Agents shall hold the Security Deposit throughout the tenancy hereby created on behalf of the Landlord as security for compliance by the Tenant with the obligations of the Tenant under this Agreement and the payment holding and use of the Security Deposit shall be without prejudice to any other rights and remedies of the Landlord whether expressed or implied.
- 4.2 The Security Deposit shall be paid into whatever Bank or Building Society Account in the name of the Landlord or the Landlord's Agent as the Landlord deems appropriate and all interest earned shall belong to the Landlord or the Landlord's Agent and "Shall not be added to and held as part of the Security Deposit
- 4.3 If recourse shall be had to the Security Deposit during the tenancy the Tenant shall forthwith on demand by way of additional rent pay to the Landlord or the Landlord's Agents such amount as shall be required to restore the amount of the Security Deposit to the sum hereinbefore specified
- 4.4 As soon as practicable after the determination of the tenancy hereby created ( howsoever the same may be determined) the Landlord's Agent shall retain (and account to the Landlord) for such part of the Security Deposit, the Landlord or the Landlord's Agents shall deem necessary to enable the Landlord as at the date of such determination to make good any breach or non-compliance by the Tenant with his obligations hereunder including compensation for any undue damage to the Property and to pay all costs charges and expenses incurred in connection therewith including the Landlord's Agents' reasonable fees and disbursements and shall account to the Tenant for any balance of such sum within 28 days and at the end of the lease. If the Security Deposit shall be insufficient for the purpose aforesaid the Tenant shall pay the Landlord forthwith on demand such further sum as shall in the opinion of the Landlord or the Landlord's Agents be required for such purposes

## **5. THE TENANTS OBLIGATIONS**

THE Tenant hereby covenants (and for the avoidance of doubt where there are two or more individuals named as Tenant each jointly and severally covenants) with the Landlord as follows:-

- 5.1 To pay the Rent at the times and in the manner aforesaid clear of all deduction or abatement whatsoever
- 5.2 To pay any bank charges and additional administration costs in the sum of £25.00 plus VAT (if applicable) per transaction in respect of cheques that are not cleared and have to be re-presented or re-submitted and any signed standing order mandates not honoured or cleared within 7 days of the dates referred to in Clause 1.3 hereof

- 5.3 To pay to the Landlord on demand interest at the rate of 3% over Royal Bank of Scotland plc Base Rate on Rent or any other sums payable hereunder which are due but unpaid or overdue because of uncleared funds such interest will be calculated from the date the unpaid sums become due until the date of actual payment and shall be treated as rent in arrears.
- 5.4 To appoint Mr/Miss \_\_\_\_\_ as spokesperson to act and have authority to sign on behalf of the Tenant the aforementioned Inventory at the following times: -
- 5.4.1 firstly at the commencement of the term of the tenancy or within 7 days of the same having been compiled by the Landlord or the Landlord's Agent PROVIDED THAT if the said Inventory compiled by the Landlord or the Landlord's Agent is not so signed withing 7 days by the spokesperson it shall be regarded as a true account of the contents and condition of the Property and
- 5.4.2 secondly on the day following the termination of the tenancy
- 5.5 The said spokesperson shall be deemed to be duly authorised by the Tenant to liase directly with the Landlord or the Landlord's Agents on behalf of all of the occupiers of the Property regarding all matters arising from or relating to this Agreement to include but not to be limited to any Schedule of Dilapidation's
- 5.6 The spokesperson shall also be responsible for displaying any notices or correspondence from the Landlord or the Landlord's Agents in the communal kitchen or in some other conspicuous place in order all tenants can easily view the same
- 5.7 Upon termination of the tenancy however determined to Yield up the Property in the same clean state and condition it was in at the beginning of the Term and to pay for or make good any damage or deterioration save reasnoble wear and tear to the Property and to replace with articles of a similar kind and of equal value such of the furniture equipment and effects as shall be destroyed lost broken or damaged (fair wear and tear and damage by accidental fire or other risk insured against by the Landlord only excepted unless the relevant policy of 'insurance shall have been rendered void or voidable or payment of the whole or part of the insurance monies refused in consequence of some default on the part of or suffered by the Tenant)
- 5.8 To arrange within 7 days of the commencement of the term with the relevant authorities for all accounts in respect of gas, water, electricity, the telephone (if any), the Council Tax (if any) and the television licence at the Property to be addressed to the Tenant and advise the Landlord's Agent of the relevant account and telephone numbers
- 5.9 To pay as and when they fall due all charges in connection with all gas, fuel, oil and electric light power which shall be consumed or supplied on or to the Property during the tenancy hereby

created and the amount of all charges for the Council Tax (if any) and the television licence and not to allow any of the said services to be disconnected altered or removed and shall ensure that the said services are operating throughout the tenancy hereby created

- 5.10 To pay as and when they fall due all charges for the telephone rental and for all telephone calls (if applicable) made during the tenancy hereby granted
- 5.11 Without prejudice to the generality of the clauses 5.9 and 5.10 to arrange and discharge accounts for all services for the period down to the date of the expiration or sooner determination of the tenancy and produce receipts or evidence in respect thereof immediately on demand if so reasonably requested by the Landlord or the Landlord's Agent
- 5.12 Within 7 days after receipt of any notice given or order made by any competent authority in respect of the Property to give full particulars thereof to the Landlord or the Landlord's Agent and to take all reasonable steps to comply with the same and to join with the Landlord in taking such other reasonable action in relation thereto as the Landlord may decide
- 5.13 To leave the furniture and effects at the end of the tenancy in the rooms or places in which they were at the beginning of the tenancy as described in the said Inventory
- 5.14 To keep during the tenancy the interior of the Property and all fixtures and fittings therein (including without prejudice to the generality thereof the fixtures, fittings and appliances for making use of the supplies of water and electricity and fireplaces, window fittings, glass and door furniture) in the same good clean state and condition and repair as it was in at the date hereof (damage by accidental fire or other risk insured against by the Landlord only excepted unless the relevant policy shall have been rendered void or voidable or payment of the whole or part of the insurance monies refused in consequence of some act or default on the part of or suffered by the Tenant) and to replace immediately all broken glass and to make good repair or restore or (at the option of the Landlord or the Landlord's Agent) to pay the cost of replacement of all or any part of the Property which may be broken lost damaged or destroyed by the Tenant or his family servants invitees or others
- 5.15 To ensure each room and all common parts of the Property are tidied daily and to generally clean all furniture upholstery kitchen units, bath/sanitary ware appliances carpets effects and all internal walls and paint work weekly and to clean all inside and outside windows and blinds in the Property at least once in every month of the tenancy or to pay the cost of any appropriate tidying or cleaning which is required to be undertaken during the tenancy due to any failure by the Tenant to comply with the provisions of this Agreement
- 5.16 To pay for the washing (including ironing or pressing) of all mattress over blankets and curtains (if any) and the steaming or other appropriate cleaning of all carpets, beds and upholstery which

shall in the opinion of the Landlord or the Landlord's Agents (whose decision shall be final and binding on the Tenant) have been soiled during the tenancy

- 5.17 Upon the termination of the tenancy howsoever determined to generally clean all furniture upholstery kitchen units bath/sanitary ware appliances carpets effects and all internal walls paint work windows and blinds or to pay the cost of any appropriate cleaning which is required to be undertaken due to any failure by the Tenant to comply with the provisions of this Agreement
- 5.18 To keep all electric lights in good working order and in particular to replace all fuses bulbs and fluorescent tubes as and when necessary and not to overload the electrical wires and apparatus in or serving the Property
- 5.19 To defrost the fridge and freezer every 6 weeks
- 5.20 To keep or procure to be kept the garden (if any) at the Property in good order the grass cut and the borders free from weeds and not to lop top cut down or remove or otherwise injure any trees shrubs or plants growing upon the Property or alter the general character of the garden and throughout the tenancy to cultivate the garden in a responsible manner according to the season of the year and similarly to tend and keep in good heart any house plants (if any) in the Property
- 5.21 To pay the cost of any gardening which is required to be undertaken during and at the end of the tenancy due to any failure by the Tenant to comply with the provisions of the Agreement
- 5.22 To keep clean and free from obstruction (especially of food and leaves) or over-loading all gutters down pipes, sewers, drains, saniflow apparatus (in accordance with the manufacturers instructions if relevant) and all water and waste pipes and ducts belonging to or forming part of the Property and to keep the Landlord and all other tenants and occupiers of the building of which the Property forms part fully indemnified against failure to comply with this covenant and to pay the cost of any appropriate cleaning and unblocking which is required to be undertaken during or at the end of the tenancy due to any failure by the tenant to comply with the provisions of this Agreement
- 5.23 To take all reasonable precautions to prevent damage to the sewers, sanitary apparatus, water and waste pipes and the water system generally from freezing during the winter months and if the Property is at any time left unoccupied overnight between 1st October and 1st April to have the central heating system in operation and in the event of any damage caused by the Tenant's failure to take such precautions the Tenant shall forthwith and at the Tenant's expense effect all such necessary repairs to reinstate the system into good working order and shall be liable for any resultant damage to the property or contents which is not covered by the insurance policy in 7.5.1

- 5.24 Not to assign underlet sublet or charge or otherwise part with possession of the Property or create any licences of any sort in respect of the Property or any part thereof
- 5.25 Not to carry on or permit to be carried on any profession trade or business at the Property (including the taking in of lodgers or paying guests) or to place or exhibit any notice board or notice on the Property or use the Property or permit the Property to be used for any illegal or immoral purposes or in contravention of any statute regulation or bylaw
- 5.26 Not to use the Property other than as a private dwelling house for the Tenant and to use the Property in a tenant-like manner and for the avoidance of doubt not to deposit or store bicycles motorcycles or such like within the property
- 5.27 Not to permit any musical instrument television radio loudspeakers mechanical or other noise making instrument of any kind to be played or used or any singing to be practised in the Property so as to cause annoyance to the Landlord or to the Tenants or occupiers of any adjoining or neighbouring premises
- 5.28 Not to do or suffer to be done in or on the Property any act or thing which may be or become a nuisance or cause damage inconvenience or annoyance to the Landlord or to the tenants or occupiers of any adjoining or neighbouring premises or which may render void or voidable any policy of insurance on the Property or which may cause the premium of any such policy to be increased
- 5.29 To allow a sale board to be affixed and retained without interference to any part of the Property at any time and to allow a "To Let" board or a "Let By" board to be so affixed during the tenancy and to allow persons wishing to negotiate for the purchase or a tenancy of the Property and authorised by the Landlord or the Landlord's Agents to inspect the same at all reasonable times without interruption provided the tennant(s) have been informed
- 5.30 To permit the Landlord or the Landlord's Agents or contractors and others upon giving 48 hours prior verbal or written notice (except in emergency) to enter upon the Property at all reasonable times during the daytime (whether or not the Tenant is present at the Property at the time) to repair and paint the outside of the Property or to carry out and complete any structural or other necessary or proper repairs to the Property and to allow the Landlord or the Landlord's Agents to inspect or to view at all reasonable times during the daytime without interruption the state and condition of the Property and of the furniture and effects therein (whether or not the Tenant is present at the Property at the time) and thereupon and if any damage has been done or any reinstatement including redecorating or cleaning has become necessary for which the Tenant is responsible the Tenant will repair or reinstate the same within the last four weeks of the tennancy after receiving notice to that effect from the Landlord or the Landlord's Agents and in default the

Landlord or the Landlord's Agents may forthwith repair or reinstate the same and recover the cost from the Tenant within four weeks of the issue of the invoice for the said cost

- 5.31 Not to remove the furniture equipment and effects specified in the said Inventory or any part thereof or any articles added to or substituted for the same from the Property
- 5.32 To give prior verbal or written notice to the Landlord or the Landlord's Agents if the property is to be left vacant or unoccupied for more than 7 but less than 30 consecutive days
- 5.33 Not to leave the Property vacant or unoccupied for a period in excess of 30 consecutive days without giving prior written notice to the Landlord or the Landlord's Agents of the intention to do so.
- 5.34 To ensure that the Property is secured at all times
- 5.35 To immediately inform the Landlord or the Landlord's Agents in the event of any loss or damage either by escape of water burglary fire or other causes
- 5.36 To indemnify or pay for any loss or damage by burglary, fire or other causes due to the failure of locking or activating the alarm system (if applicable) of the property
- 5.37 Not to alter or change or install any locks or locking devices on any doors in or about the Property or have any additional keys made for any locks or locking devices without prior written consent of the Landlord or the Landlord's Agents and if any such additional keys are made to deliver the same up to the Landlord or the Landlord's Agents together with all original keys at the expiration or sooner determination of the tenancy and in the event that any such keys have been lost to pay to the Landlord or the Landlord's Agents on demand for replacements or any costs incurred by the Landlord in replacing the locks to which the lost key or keys belonged or in the event that the keys have been temporarily mislaid to pay to the Landlord or the Landlord's Agent on demand any costs incurred in using the Landlord's master keys to allow the Tenant to gain access to the Property or any part thereof
- 5.38 Not to deposit or store prams, bicycles, motor cycles or such like in hallways or any other communal areas which would impede the safe evacuation of the Property in the event of a fire
- 5.39 Not keep any pets, birds or animals (including without prejudice to the generality of the foregoing dogs cats or birds) at the Property
- 5.40 Not to do or permit or suffer to be done upon the Property anything which shall cause damage to or deterioration of the internal or external surfaces thereof or the coverings or decoration of such surfaces and in particular without prejudice to the generality of the foregoing not to hang, affix any

picture, placard, poster, photograph or similar item upon any wall and shall not pierce, nail, pin, screw, peg bolt or use blue tac on any walls or ceilings and to pay the cost of any appropriate cleaning repairing or painting which is required to be undertaken at the end of the tenancy due to any failure by the Tenant to comply with the provisions of this Agreement

- 5.41 Not to make any alterations or additions to the Property
- 5.42 To procure that at all times during the tenancy hereby created there is a current valid television receiving licence in force in respect of any television set in the Property whether such a set belongs to the Landlord or the Tenant
- 5.43 To observe and comply with and to ensure that all visitors to the Property observe and comply with the regulations and instructions made or given by the Landlord or the Landlords Agent from time to time especially with regard to fire, electrical and gas precautions relating to the Property
- 5.44 To pay a contribution to all costs charges and expenses incurred in connection with the following (if applicable):
  - 5.44.1 Viewings negotiations and queries in relation to this tenancy only
  - 5.44.2 the preparation and completion of the Housing Act 1988 Section 20 Notice and this Agreement
  - 5.44.3 the check at the commencement of the tenancy of the said Inventory
  - 5.44.4 the exchange and copies of documents of the foregoing clauses 5.44.2 an 5.44.3
  - 5.44.5 the checking of the said Inventory at the termination of the tenancy (howsoever determined)
- 5.45 The total cost of administration charges and expenses as defused in 5.44 hereof in respect of each and every person under the Tenancy will be the equivalent of 4 weeks rent plus VAT (if applicable) to be paid to the Landlord's Agent upon paying the Holding Deposit
- 5.47 To pay all costs charges and expenses to the Landlord or the Landlord's Agent incurred in connection with the preparation of any schedule of dilapidation's and the reinstatement or rectification thereof whether during or at the end of the tenancy

5.48 To pay to the Landlord or the Landlord's Agents all costs charges and expenses (including Solicitors' or Surveyors fees) which may be incurred in or in contemplation of the following:-

5.48.1 all applications by the Tenant for any consent or approval of the Landlord or the Landlord's Agents required by the terms hereof including those incurred in cases where a consent is refused or the application is withdrawn;

5.48.2 any breach by the Tenant of any covenant contained in this Agreement whether for the payment of rent or otherwise;

5.48.3 any proceedings under Section 146 of the Law of Property Act 1925 notwithstanding forfeiture is avoided otherwise than relief granted by the Court

5.49 administration, such costs shall be calculated at a rate of £25 plus VAT (if applicable) per hour

## **6. PROVISOS**

### PROVIDED ALWAYS AND IT IS HEREBY AGREED as follows:

6.1 If the rent or any instalment or part thereof shall be in arrear or unpaid for seven days after the same shall have become due (whether formally demanded or not) or in the event of the breach of any of the agreements on the part of the Tenant herein contained or implied or if the Property be left vacant or unoccupied (without an arrangement having been made in accordance with clauses 5.32 and 5.33 hereof) or if the Tenant being an individual shall become or enter into any arrangement with his creditors for payment of his debts otherwise than immediately and in full or suffer any distress on his goods in the Property then the Landlord may re-enter upon the Property and take possession of the Property and immediately thereupon the tenancy shall be absolutely determined without prejudice to any other remedies of the Landlord to recover all such rent in arrear and damages in respect of any breach of this Agreement

6.2 The Landlord shall not be responsible to the Tenant or his family, servants, invitees nor to any other person for any act happening at the Property or damage to or loss of any goods or property sustained at the Property or omission by the Landlord's Agent or anyone acting under the Landlord's authority

## **7. THE LANDLORD AGREES WITH THE TENANT AS FOLLOWS:**

7.1 That the Tenant pay' the rent and performing the agreements on the part of the Tenant may quietly possess and enjoy the Property during the tenancy without any unlawful interruption from the Landlord or any person claiming under or in trust for the Landlord SAVE THAT this does not prevent exercise by the Landlord or the Landlord's Agent of any rights of entry reserved by this Agreement

- 7.2 To return to the Tenant any rent payable for any period while the Property is rendered uninhabitable by fire, tempest, flood or other inevitable accident the amount in case of dispute to be settled by arbitration however the Landlord or the Landlord's Agent are not responsible or liable for finding, providing or paying for alternative accommodation
- 7.3 To keep in repair and proper working order the installations contained in the Property for the supply of water gas and electricity and all mechanical and electrical items PROVIDED that this Agreement shall not be construed as requiring the Landlord to carry out any works which the Tenant is liable by virtue of his duty to use the Property and the furniture equipment and effects in a tenant-like manner and PROVIDED FURTHER that the Tenant shall indemnify the Landlord in respect of the cost of repairs to such installations or items resulting from misuse of the same howsoever and by whomsoever caused
- 7.4 If requested by the Tenant to provide a copy of the conditions and stipulations contained in the lease (if any) under which the Landlord holds the Property
- 7.5 The Landlord will:-
- 7.5.1 arrange for the Building (but not the Tenant's possessions) to be insured under comprehensive insurance policies,
  - 7.5.2 use all reasonable efforts to arrange for any damage caused by an insured risk to be remedied as soon as practicable, and
  - 7.5.3 refund to the Tenant any Rent paid for any period in which the Property is uninhabitable or inaccessible as a result of such damage, any dispute as to the refund to be decided by arbitration
- but 7.5.2 and 7.5.3 will not apply if the insurers refuse to pay out the policy monies because of anything the Tenant has done or failed to do.
8. THE Landlord warrants that he is the sole owner of the Leasehold or Freehold interest in the Property and that all consents necessary to enable him to enter into this Agreement (whether from superior lessors, mortgagees or others) have been obtained
9. THIS Agreement shall take effect subject to the provisions of Section 8 and 11 of the Landlord and Tenant Act 1985 if applicable to the tenancy
10. THE Landlord notifies the Tenant pursuant to Section 48 of the Landlord and Tenant Act 1987 that the name and address for service of all notices on the Landlord under or in connection with this Agreement is Mr W. Butler-Adams, 2 Kingsbarn Cottage, Henley Rd, Medmenham, Marlow, Bucks SL7 2EX. Tel: 07798 653157
11. The Landlord will provide a full set of keys (One per party to this agreement)

12. ANY written notices served under or in connection with this Agreement shall be properly served if sent by first class post and service shall be deemed to take place on the second working day after posting

13. IN this Agreement reference to the masculine gender shall include the feminine and vice versa and references to the singular number shall include the plural and vice versa and where there are two or more individuals included 'M the expression "the Tenant" covenants herein expressed to be made by the Tenant shall be deemed to be made by such persons jointly and severally

**AS WITNESS the hands of the parties hereto the day and year first above written**

Print Full Name as Tenant

SIGNED by the above Tenant ..... [Tenant's Signature]

Print Full Name as Tenant

SIGNED by the above Tenant ..... [Tenant's Signature]

Print Full Name as Tenant

SIGNED by the above Tenant ..... [Tenant's Signature]

Print Full Name as Tenant

SIGNED by the above Tenant ..... [Tenant's Signature]

Print Full Name as Tenant

SIGNED by the above Tenant ..... [Tenant's Signature]

Print Full Name as Landlord

SIGNED by the above Landlord ..... [Landlord's Signature]

BASIC INSTRUCTIONS AND REMINDERS ON FIRE, ELECTRICAL  
AND GAS PRECAUTIONS FOR TENANTS FROM THE LANDLORD

1. **Fire Precautions**

- A. Make sure that all tenants of the household are familiar with the escape route or routes and know how to call the fire brigade. The evacuations procedures should be discussed with the Landlord or Managing Agent if you are unsure. Where possible all tenants should participate in fire drills.
- B. Every tenant is required to ensure that the hall way, landings and stairway is not obstructed or used for storage purposes of any kind and any self closing doors are working properly and not chocked open. The self closing device on each door (if any) must not be disconnected at any time.
- C, Not to use any compartments (if any) to the roof voids off the half landings or landings or bedrooms for storage purposes.
- D. On a weekly basis check all smoke and heat detectors and fire alarm system (if applicable) are working correctly.
- E. Not to disarm the mains powered fire detection system.
- F. In the event of any of the back up batteries to the fire detection system being discharged to immediately replace the same.
- G. Never fill a chip pan more than half full of oil or fat and never leave the pan unattended with the heat turned on. If you do have a chip pan fire don't move it and don't throw water on it - turn off the heat if it is safe to do so, smother the flames with a damp cloth, fire blanket or the chip pan lid and leave the pan to cool for at least half an hour.
- H. Don't smoke in bed - it is a major cause of fires in the home. Always finish your last cigarette (cigar or pipe) before going into the bedroom and make sure that you have put it out properly.
- 1. The Landlord or Managing Agents do not provide portable heaters as they should not be used.
- J. Candles should not be used unless there are at least two people "on watch" in the same room.
- K. Routine precautions at bedtime and leaving the property vacated should include the following:-
  - 1. Check for burning cigarettes cigars or pipes.

2. Close the doors of unoccupied rooms and ensure all self closing doors are 'snapped' closed.
  3. Take off the safety door chain (if applicable)
- L. In the event of an outbreak of fire:
1. Ensure immediately that all parties in residence are aware of the situation.
  2. Vacate the property immediately via the nearest exit.
  3. On route to exit, close all doors behind you.
  4. Do not attempt to retrieve belongings or re-enter the building until safe to do so.
  5. Telephone the Fire Service.
- M. If you have any doubts about the malfunction of the fire detection equipment contact your Landlord or Landlord's Agent immediately.

2. **Electrical Precautions**

- A. Follow the manufacturers' instructions when using electric blankets or any electrical appliance.
- B. Do not overload the electrical wires including sockets and apparatus in or serving the premises.
- C. Do not disconnect the mains powered fire detection system. If disarmed it will result in damage to the system.
- D. Precautions at bedtime and upon leaving the property vacant should include switching off all electrical appliances (except those that are designed to be left on all the time) and remove the plugs carefully - not by pulling the flex.
- E. If you have any doubts about the malfunction of any electrical equipment contact your Landlord or Landlord's Agent immediately.

3. **Gas Precautions**

- A. Carbon monoxide is a gas which is highly poisonous, but is difficult to recognise because it has no colour, smell or taste.

- B. Gas appliances need air to burn safely producing carbon dioxide and water in safe amounts which are normally extracted through a chimney or flue.
- C. If there is too little air, too much carbon monoxide can be produced, so therefore look out for the following danger signs.
1. Chimney or flue blocked or obstructed.
  2. Stains, soot or discolouring around a gas fire or at the top of a gas water heater.
  3. The flame on the gas fire or water heater (if applicable) should not be yellow or orange.
  4. There should not be a strange smell when the gas appliance is on.
- D. Symptoms of carbon monoxide poisoning can be similar to those caused by other illnesses - even a cold or flu. If any tenant has unexplained headaches, diarrhoea, stomach pains, sudden dizziness when standing up or general lethargy after using a gas appliance switch off the appliance and go to your doctor. Also report it to your Landlord or Managing Agent and/or Gas Board.
- E. Never block any vents. Check that nothing is obstructing outside grilles, flues or air bricks.
- F. Never use a gas appliance which you suspect may not be working properly and don't try to alter or repair a gas appliance.
- G. Gas fires are only situated (if applicable) in living rooms and not in bedrooms. Do not sleep in a room where there is a gas fire.
- H. For your added safety gas appliances in your property should be checked and maintained by a CORGI registered heating engineer every 12 months to ensure they meet the requirements of the Gas Safety (Installations and Use) Regulations 1994. You are entitled to see a copy of the appropriate compliance certificate from your Landlord or Managing Agent.
1. Accidents can still happen, especially if the appliance is not used correctly. Always follow instructions and only use appliances for what they were designed for. For example don't use a gas cooker to heat a room..
- J. If you have any doubts about the malfunction of any gas appliance contact your Landlord or Landlord's Agent and/or Gas Board immediately.