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# **Citygate Property Development Ltd**

FURNISHED ACCOMMODATION: HOUSES. FLATS. BEDSITS. STUDENT LETTINGS.

## **Citygate Property Development Ltd: Addendum to Citygate Property Development Ltd Assured Shorthold Tenancy Agreement:**

**The following terms are subject to manuscript amendment following negotiation between a particular landlord and a particular tenant as regards a particular property. Such amendments will be signed or initialled by the parties prior to the grant of the tenancy.**

It is agreed that any term set out below is included as a term of the attached Citygate Property Development Ltd Properties Assured Shorthold Tenancy Agreement.

If you need to contact the Landlord please telephone:  
Citygate Property Development Ltd  
Landline Tel: +44 (0) 845.388.7761  
Mobile+44 (0) 7958571307  
Email: [www.citygatehomes.co.uk](http://www.citygatehomes.co.uk)

Alternatively write to:

Citygate Homes  
3 Judd Street  
London WC1H 9QR

Please note that our Office hours are Monday to Friday between 9.00am to 5.00pm. Please direct all enquires to us during these hours only.

- 1) Collection of Keys/Hand over of Properties: A minimum of Seven Days notice is required for the collection of Keys. Keys to Properties will only be handed over when **all** Tenancy Documentation from **all** Tenants has been received. (I.e. Tenancy Agreement, BJS Addendum to Tenancy Agreement doc, Tenant Application Form, Tenant Guarantor Form, Bank Standing Order Mandate form etc.). With regard to the hand over of Student

Properties, the first few days of July are very busy. Tenants are advised to book an early appointment and will be dealt with on a 'First come, First serve' basis.

- 2) Where more than one person comprises the tenant, the person who signs the Inventory (if any), Meter readings document, Key inventory etc. will act on behalf of all the joint Tenants.
- 3) The tenant agrees to keep to our decision on where vehicles are parked at the property.
- 4) Under no circumstances must Tenants remove any Keys from their individual bunches. The Landlords Agents and Tradesmen are always advised to lock all Yale and Mortice Locks, Bedroom Doors etc. and set the Intruder Alarm System following any visit to the property. This ensures that they have taken reasonable precautions to safeguard your personal belongings. The Landlord may recover his reasonable costs, due to a call out to the property in this regard.
- 5) If Tenants lock themselves out of their accommodation, or lose their keys and we are called out to attend in this regard, our reasonable charges will be applied. Replacement door keys will be charged at the key supplier's rate plus an administration charge for organizing and collecting the replacement. If Tenants have their keys lost or stolen and require the locks to be changed, the cost of this shall be paid by the Tenant. Please be aware that the Landlord will require the following: 1) All original keys to any new locks fitted (Usually 3 sets). 2) A set of keys cutting for each Tenant residing in the property. 3) An additional 3 sets of keys for the Landlords Maintenance team, Contractors, etc. (Therefore in a 3 Bed Student property a total of 9 sets of keys will be required, and in a 4 Bed Student property, 10 sets of keys will be required).
- 6) The Tenant/s shall inform the Landlord immediately of any change to their contact details. This includes Landline, Mobile Telephone number, Email address and home address.
- 7) The Landlord will not be liable or held responsible for any Tenants personal belongings that are left in properties prior to the start of their Tenancy. (I.e. if the out-going Tenants allow new in-coming Tenants storage space for personal belongings.) Any items that are stored in this way should be clearly labelled with the new Tenants name and a notice stating 'Do not remove from property'. **Tenants are strongly advised to have a suitable Insurance Policy in place to cover all of their personal belongings.**

- 8) In case of an emergency on services, i.e. Water, Gas or Electricity, please isolate at source from the stop-taps, and main switch positions. Contact Landlord immediately.
- 9) **As per section B5 of your Tenancy Agreement – Please ensure that you take reasonable precautions to prevent frost or similar damage to the property. If the property is going to be empty overnight or for more than 12 hours when the weather is likely to be cold, you must leave enough heating on to prevent the Water System from freezing, or turn off the water supply at the main Stopcock and open all the other Water Taps and Valves in the property to drain the Tanks of hot and cold water.**
- 10) Any item in the house that requires attention should be reported to the Landlord in writing/via email. The Tenant shall report immediately to the Landlord any disrepair or defect in respect of the property or the fixtures and fittings and report any failure of mechanical or electrical appliances.
- 11) Tenants should not interfere with any Gas or Electrical installations at the Property. Any faults should be reported to the Landlord immediately.
- 12) **Fire Prevention: Tenants must not interfere with any Fire Alarm Systems, Smoke Alarms, Emergency Lighting, or Fire Fighting Equipment. (Changing of Batteries in Smoke Alarms would be permitted). These items are provided for your protection. Any faults should be reported to the Landlord immediately. If the Fire Alarm System/Smoke Alarms are activated this must be reported to the Landlord immediately. Following an activation it is the Tenants responsibility to ensure that the Fire Alarm/Smoke Alarm System is re-set. Under NO CIRCUMSTANCES must the Fire Alarm/Smoke Alarms be left muted. Tenants must ensure that Fire Doors remain closed at all times. Under no circumstances must Fire Doors be wedged open with door Stoppers/Wedges or Furniture etc.**
- 13) Tenants should be aware that the Landlord's property Insurance does not cover tenant's possessions. We strongly advise Tenant's to individually insure their own belongings and to take out a suitable insurance policy to cover all of their personal possessions and belongings, and to cover the cost of alternative accommodation in the event of Fire, Flood, Electrical failure, Burglary, theft, vandalism, infestations, problems associated with Condensation/Damp etc. If the property becomes uninhabitable it is up to the tenant to find their own alternative accommodation. The Landlord

agrees to keep the property insured against fire and other comprehensive risks, as long as insurance cover is available. The Landlord agrees to give back any part of the rent that you have paid for any period that the property could not be lived in because of fire or any other danger **that we are insured for**. The Tenant shall not (nor allow others to) do anything that will adversely affect the Landlord's insurance of the property and shall make good to the Landlord any loss or extra expense arising from a breach of this clause.

- 14) If we are forced to make a claim on our Building Insurance due to tenant neglect/default then the policy excess will be claimed from the tenant.
- 15) All Burglaries and Vandalism must be reported to the Police and a crime incident number obtained which must be passed to the Landlord.
- 16) In the event of a Fridge/Freezer breakdown, the Landlord will not cover the cost of loss of Food. Tenants are strongly advised to cover the contents of their Fridge/Freezer with a suitable Insurance Policy.
- 17) Where Service Agreements and extended warranties are in place, the tenant agrees to make arrangements with these service contractors so that they can gain access to the property to carry out a repair or service. Please note that this means that the Tenant agrees to make contact with the service contractor and then meet them when they call out to the property to carry out the required repair/service/maintenance.
- 18) Domestic Appliance repairs: BJS Properties will only cover the cost of repairing/replacing Domestic Appliances due to 'fair wear and tear'. If a fault occurs due tenant neglect, the tenant will be responsible for the repair or replacement of the appliance. (E.g. Blocked pumps in Washing Machines due to coins, loose Buttons, hair clips, etc, being left in pockets. Fridge Freezer repairs due to insufficient defrosting of Freezer. Vacuum Cleaner repairs due to excess hair/debris around pulley's etc). In the event of a Domestic Appliance Breakdown or replacement, the Tenant agrees to contact the Engineer specified by the Landlord, to report the fault, and to follow up all appointments.
- 19) The rent must be paid monthly in advance. Please be aware that you are responsible for cancelling the Standing Order Mandate when your tenancy comes to an end. If rent payments are made into our account after your tenancy has ended, there may be a delay in returning the funds and an administration fee may apply to return the funds.

- 20) The Landlord shall be entitled to assume without enquiry that any person who is not the tenant and makes a payment in respect of the rent has made that payment as agent 'for and on behalf of that tenant'.
- 21) Where Guarantor forms have been provided then the Guarantor shall read the Tenancy Agreement and Addendum to the Tenancy Agreement and shall be deemed to have accepted all of the terms and conditions.
- 22) When you first move in to your property you will be asked to give your Home Address and Telephone number. This is required so that in case of an emergency you can be contacted.
- 23) Unless on a Utility Bills All Inclusive Package, Tenants are advised to make arrangements for the Gas, Electricity, Telephone, and all utility Bills etc. to go into their name from the start of their Tenancy. Please note that there can be re-connection charges for the telephone etc., if these bills are not carried forward to a new name. This is mentioned for your convenience only. **The Landlord will not pay re-connection fees.** The Tenant is responsible for the payment of all bills generated for the supply and consumption of any services such as Gas, Electricity, Telephone, Water, etc. The tenant shall not do anything that may cause the disconnection of any of these services. The Tenant is responsible for changing the names on the household account of the utility suppliers when they move into and out of the property.
- 24) Unless on a Utility Bills All Inclusive Package, please ensure that meter readings are taken at the start and end of your Tenancy. Tenants agree that it is **their responsibility** to inform the various Utility Companies of the start and end of their occupancy and to provide the appropriate meter readings.
- 25) Unless on a Utility Bills All Inclusive Package, Tenant shall be responsible for obtaining and for payment of a television license, where applicable. Please note that this applies equally if the Landlord supplies a television or does not, and also if a television has been left at the property by former tenants.
- 26) Where Tenants are on a 'Bills inclusive' tenancy package, any over usage of the 'fair usage portion' of their energy/water usage will be chargeable to them and may be deducted from their Deposit.
- 27) The Tenant is responsible for payment of Council Tax (or any similar tax or levy). The Tenant agrees that if during the tenancy they cease to be granted an exemption from paying council tax, by the council, then they will immediately become responsible for the council tax in full. If the

council tax is not paid in full, the tenant agrees that the Landlord may deduct the relevant amount from the Tenant's deposit at the end of the tenancy. If this amount is greater than the deposit amount held, the Tenant agrees to pay the balance in full directly at the expiry of the tenancy. Full time students are currently exempt from council tax; however, any other tenants will be responsible for making their own council tax payment. It is the student's responsibility to complete and return a student exemption certificate form to the relevant City Council.

- 28) Unless on a Utility Bills All Inclusive Package, when you leave the property at the end of your tenancy, please make arrangements for the bills to cease in your name. If you don't you could still be charged for some time after.
- 29) If any of your Utility charges are left unpaid at the end of your Tenancy, i.e. Gas, Electricity, Water, Council Tax etc. then your deposit may be used to cover them and the relevant authorities informed as to your whereabouts.
- 30) The Tenant shall allow the Landlord, the Landlords employees, agents or contractors access to the property at reasonable hours during the day, to inspect the condition of the property or to carry out repairs or other works to the property or any adjoining property or to carry out maintenance of the appliances or for any purpose connected with the interest of the Landlord in the property or their disposal, change or demise with or without any prospective tenants or purchasers. The Landlord may carry out regular quarterly inspections. The Landlord will give reasonable notice to enter the property giving 24 hours' notice to do so. This notice will be given in the form of a letter, email, text message or telephone call. If notice is given in the form of a telephone call, it is assumed that if the message is left with one person within the group, they will inform the other tenants. A message may also be left on your answer-phone. Please note that the landlord/Agent/Contractor/Employees will always ring the doorbell/phone before entering the property. In the event of an emergency the Landlord will ring the doorbell and enter the property without giving the required 24 hour notice..
- 31) The Landlord reserves the right to open gates and enter the gardens/yard of the property in order to maintain the garden, clean windows, and conduct any general maintenance to the exterior of the property including the roof without providing 24 hours' notice to the tenant.
- 32) In regard to Student properties, or tenants paying a Half rent Summer retainer, general repairs, decorating and cleaning may be carried out over the Summer months. If tenants have paid a half rent retainer, they may still live at the property, **at the Landlords discretion**, but may experience

the inconvenience of noise, Building materials, property improvements or renovations etc.

- 33) At the start of your Tenancy your accommodation will be clean and tidy. If the premises are not in the same order when you leave, a Contract Cleaning charge may be made. (With regard to Student Properties, or properties with a half rent Summer retainer, the Landlord cannot guarantee that these properties will be left clean and tidy for occupation on 1<sup>st</sup> July. If properties are left unclean the landlord will attend to them as soon, as is reasonably practicable over the half rent summer period. Any cleaning charges may be passed on to the previous tenants). The Tenant agrees to keep the interior of the premises clean, tidy, in good repair and condition and in good decorative order. The Tenant is responsible for cleaning, maintaining and keeping free from all blockages and obstructions all baths, sinks, lavatories, cisterns, drains, gutters, pipes, chimneys and the like (where applicable). The Tenant is responsible for the keeping clean of any carpets, curtains, furnishings or other items listed in the inventory (if any). The Tenant is responsible for the cleaning of the inside/outside of all windows. The Tenant shall ensure that all rubbish is removed from the property and placed ready for collection by the appropriate party. The Tenant shall keep in good repair and condition the exterior of the front door to the property.
- 34) All Fridge/freezers should be regularly cleaned and defrosted during the Tenancy; regular defrosting will ensure the ice-box cover does not get broken by being forced open. If the Fridge/Freezer is switched off, the doors should be left open to prevent fast and unpleasant mould growth.
- 35) The Tenant is responsible for keeping the Garden and Back Yard areas etc. neat and tidy and properly cultivated and free from rubbish and weeds (where applicable).
- 36) Unless specifically agreed otherwise in this Agreement it is taken that all Garages, Outbuildings, Sheds etc. shall not be for use by the Tenants.
- 37) The Tenant agrees to make good any damage to the property or to the Landlord's fixtures and fittings or to the common parts caused by the Tenant or any visitor of the Tenant to the property, fair wear and tear excepted, and to pay any costs incurred by the Landlord carrying out such works in default.
- 38) Smoking is not permitted within the property. The Tenant agrees that neither they nor their guests will smoke tobacco or any other substance either inside the property or directly outside the property. This includes not smoking leaning out of windows, hatches, or using fire escapes or fire doors. If there is evidence either during or at the end of the tenancy that

the Tenant or their guests have smoked within the property, the Landlord reserves the right to charge in full for the cost of the cleaning of all carpets, all hard and soft furnishings, and redecoration of all areas that have been affected by tobacco or other smoke. If there are any cigarette burns in the carpets or hard or soft furnishings the cost of replacement may be charged in full.

- 39) Tenants are strongly advised to use Mattress Protectors on all Beds. Tenants will be charged if Mattresses are left stained or soiled due to a lack of protection. If Mattress Protectors have been provided by the Landlord, these should be left washed and cleaned and placed on the Bed at the end of the Tenancy.
- 40) When you leave your accommodation, it must be left clean, tidy and free of refuse. The tenants may be liable for the Landlords reasonable costs incurred, as a result of their failure to comply with their obligations in this regard.
- 41) Refuse/Waste collection: Please be aware of your responsibilities when discarding household waste. If your property is in an area where domestic waste is collected in a wheeled bin, this must not be overfilled. (The Council will not empty the Bins if they are overfilled and overflowing bins can attract the attention of Burglars as they think that the property is empty) All bins are to be placed at the designated collection point either at the end of the passageway, or in front of the property, by 7.00am on the day of collection. All bins are to be returned to the property as soon as possible after collection. Anyone leaving bins on the highway, causing obstruction to highway users could face prosecution under the Highways Act 1980. **Please be aware that BJS Properties will not be responsible or liable for any costs/charges relating to lost, stolen or missing, Black, Blue, Brown/ Grey or Green Wheelie/Recycle Bins.** If Tenants wish to discard bulky refuse such as white goods, furniture etc, these can be removed free of charge by ringing Environment On-Call on 0161 954 9000 (Manchester only). Rubbish must never be placed outside unless tenants have made an appointment for it to be removed, and it must only be on the day of collection. If tenants fail to comply, they can be prosecuted under section 46 of the Environmental Protection Act 1990. Tenants must never fly-tip or leave rubbish/waste etc outside the property. If this happens, perpetrators will face prosecution under section 33 of the Environmental Protection Act. The penalty for this could be a hefty fine or imprisonment. BJS Properties will not be held responsible or liable for any fines or costs imposed as a result of the tenants neglect with regard to waste. All waste is to be



removed by the Tenants at the end of their Tenancy. **The tenants are totally responsible for their own Waste Management.**

- 42) It is recommended that all tenants sign the Tenancy Agreement, Meter Readings document, and all Tenancy documents etc, to constitute an acceptance by which the whole group agrees.
- 43) If the property is let as a Group Tenancy and one or more Tenants leave the Group, it is advisable for the remaining Tenants to check the cleanliness and condition of the room and furniture/contents etc, as these items will be chargeable to the remaining Tenants and may be withdrawn from your deposits.
- 44) If the property is covered by a Central Heating Service Contract, the Gas Board/Service Provider will want to service the boiler and Central Heating system once a year. When they send out the service card, it is in your interest to follow-up the appointment. A regularly serviced boiler will result in cheaper gas bills. NB: The Gas Board/Service Provider will want to gain access to **all rooms**. Should there be a Central Heating breakdown or fault, the tenants agree to contact British Gas (Tel: 0333 202 9797), to report the fault, and to follow up all appointments.
- 45) Please be aware that BJS Properties **does not provide** electrical appliances such as Kettles, Toasters, Sandwich Makers, Electric Irons, Microwave's etc. If these are in your property, and have not been provided by yourselves, they will be the belongings of previous tenants. Please dispose of these items, or contact BJS Properties and we will arrange the disposal of them. These electrical items will not be P.A.T. tested by BJS Properties and may be unsafe to use.
- 46) Please be aware that BJS Properties does not provide Kitchen Bins, Mops, Buckets, sweeping brushes, dust pans, Shovels, Crockery or Cutlery etc.
- 47) No building, repair work or painting/decorating works are to be carried out by the Tenants without written consent from the Landlord, which will not be unreasonably withheld. It is expressly noted that tenants cannot authorise any repairs without the written permission of the Landlord. Tenants will be liable for all costs in this regard.
- 48) If due to the Tenants neglect the property suffers from Pest control problems, the Tenant will be held responsible. Infestations caused by the tenant's lifestyle will be fully chargeable. The Landlord will only become involved at his/her discretion. Please note that under the Prevention of Damage by Pests Act 1949 the Landlord may be required to carry out repairs on behalf of the tenant and then charge the tenant. The landlord

will, however, endeavour to halt or hinder any infestation by blocking up any holes or points of entry in the fabric of the building which are pointed out by the tenant. Tenants are strongly advised to take out a suitable insurance policy to cover the cost of alternative accommodation or the cleaning or replacement of personal belongings, in the event of any infestations.

- 49) The Tenant shall replace all broken glass, replace lamps for all lighting outlets, replace electric light bulbs, fuses and lost or damaged keys as and when necessary and at the end of the tenancy.
- 50) The Tenant shall be responsible for testing all smoke detectors and carbon monoxide detectors fitted in the property and are also responsible for replacing the batteries as and when necessary. Tenants are responsible to replace the batteries in doorbell chimes, cooker ignitions etc.
- 51) The tenant agrees not to cook or prepare food, use a microwave oven, a rice steamer or similar appliances, in the bedroom or bathroom areas.
- 52) The Tenant shall not (nor allow others/guests) to cause nuisance, damage, disturbance, injury, inconvenience or annoyance to the Landlord, the Landlord's employees, Agents, Contractors, other tenants or any neighbours or to any of their property. The Tenant shall be responsible for their guests at all times, especially when arriving or leaving the property.
- 53) The Tenant shall not (nor allow others to) cause any damage or injury to the exterior, structure, or any part of the property. The Tenant is fully responsible for their guests at all times.
- 54) The Tenant shall not (nor allow others to) make any alterations, improvements or additions to the property, including the erection of a television aerial, external and/or internal decoration and additions to or alterations to, the Landlord's installations, fixtures and fittings without the Landlord's written consent, and the Tenants shall not (nor allow others to) remove any of the items specified in the inventory (if any) or any of the Landlord's possessions, from the premises.
- 55) The Tenant shall not glue, stick, (particularly with blue tack), nail, screw or otherwise fix anything whatsoever, to the interior or exterior of the property or its contents without the Landlord's written consent.
- 56) The Tenant shall not alter or change or install any locks on any doors or windows in or about the property or have additional keys made for any locks without the prior written consent of the Landlord. Any damage to

the doors, frames, or walls caused by this will be chargeable in full to the tenant.

- 57) Without the express written permission of the Landlord, the Tenant shall not (nor allow others to) keep or allow children or pets of any kind on the premises. Any permission which is given may be cancelled by the Landlord.
- 58) Under no circumstances must any of the furniture be brought outside the property or placed into basement cellars or Garages/Sheds when not in use. When you leave the property all furniture must be placed back into position, in each room.
- 59) Under no circumstances must the alarm code be changed without informing the Landlord. The Landlord may recover his reasonable costs, due to a call out to the property, because of a change of code, or due to Tenants friends/relatives not knowing the alarm code.
- 60) Where an electric Hoover is provided, it is the Tenants responsibility to provide and replace refuse bags, Hoover belts etc.
- 61) The Tenant agrees to allow (with 24 hours notice) possible new Tenants and prospective purchasers to look at the property during the final months of the Tenancy. With regard to Student let properties, viewings by possible new Tenants may take place up to 9 months or more, prior to the end of the Tenancy. The Tenants will ensure that the property is in a presentable state when all viewings are scheduled to take place.
- 62) The tenants agree that the Landlord can erect a 'To Let' or 'For Sale' sign at his discretion.
- 63) In accordance with Ground 2 in Schedule 2 of the Housing Act 1988 we hereby give notice that the Property is subject to a mortgage which was granted before the beginning of the Tenancy.
- 64) At the end of the Tenancy the Tenant shall give the Landlord vacant possession and shall return all keys in their individual bunches, clearly labelled with the Tenants name and address. This includes all Window and roller bolt keys, keys to back gates, garages and sheds, post box keys, Car Parking Fob keys, Keys to Gas & Electric Meter cupboards etc. The Landlord may recover his reasonable costs, if he has to sort out returned keys, change locks, or have Keys cut. All of the Landlords furniture must be placed back into position in each room. The Tenant shall remove all furniture owned by the Tenant, personal effects and rubbish and leave the property and the Landlord's fixtures and fittings in a clean and

undamaged condition in accordance with the documentation supplied to you prior to your date of vacation, fair wear and tear excepted.

- 65) At the end of the Tenancy, the Landlord shall perform such checks as are necessary as to the condition of the property and the Landlord's fixtures, fittings and effects in the property. An appropriate deduction shall be made from the Deposit by the Landlord where he determines that any part in or about the property and/or any of the fixtures, fittings and effects require repair, replacing or making good where such loss or damage has been caused during the Term of the Tenancy.
- 66) At the end of the tenancy the Landlord shall, if he deems necessary, arrange for the property to be cleaned, so that the property is handed back in the same condition and state of repair as at the start of the tenancy, fair wear and tear excepted. The cost of such cleaning to return the property to the same condition and state of repair as at the start of the tenancy, fair wear and tear excepted, shall be borne by the Tenant and shall be deducted from the Deposit.
- 67) Subject to the My Deposits scheme rules, the Landlord will endeavour to return the deposit, within 30 days of the end of the Tenancy, providing no deductions are made and that there are no ongoing negotiations relating to the deposit deductions. The deposit will be returned less any deductions made for rent arrears, cleaning, damage or missing items. This will be returned via a cheque to the tenant's home/forwarding address, unless requested otherwise in advance. NB. This will be done when possession of the property has been returned to the Landlord and all keys have been returned to the Landlord.
- 68) It is recommended that Electric & Gas Card Meters are not used (they cost more). If Electric Card Meters are installed then a **continuous supply of electricity must be maintained** to ensure that the Intruder Alarm, Fire Alarm and Emergency lights stay in operation (If fitted at the property) If there is no supply of Electricity the Intruder Alarm will not function and will go into an 'Alarm State' after approximately 24 hours. The Tenant may be held responsible for any damaged caused, by a lack of the supply of Electricity, if they have interrupted the supply. Card Meters must be changed back at the end of the tenancy, otherwise the Landlord will make a reasonable charge for their time to have the Meter changed back to a standard Meter.
- 69) The Tenants agree to be contacted by letter or email for the service of documents and general communication; The tenants agree that their email addresses can be shared with relevant 3<sup>rd</sup> parties.

- 70) If your Tenancy falls into Arrears I will contact you. In a Group Tenancy you are jointly responsible for paying all the rent under the Tenancy Agreement and keeping to all the terms of the Agreement. Some individuals may consider the payment of rent to be a private matter; however, if you are in a Group Tenancy Agreement, then the whole group have a right to know of any arrears, as they will be held responsible.
- 71) The Tenant shall be liable for all costs and expenses incurred by the Landlord (including but not limited to legal and professional fees) arising from any breach of the Tenancy Agreement by the Tenant including such costs and expenses in or incidental to the recovery from the Tenant of any rent arrears or the service of any notice relating to any breach by the Tenant of any of his/her obligations.
- 72) **Citygate Property Development Ltd will always take litigation over bad debts; this may result in you receiving a County Court Judgement, which will make it very difficult for you to obtain Personal Loans/Credit Cards or a Mortgage. This could also affect your future employment prospects. In case tenancy dispute, Tenants agree to go to arbitration in the Small Claims Courts and not the Crown Courts.**
- 73) **VERY IMPORTANT!** Whenever the property is left unattended, the Tenant must fasten all locks to all doors and windows and activate the Intruder Alarm (if any) to prevent unauthorised access to the premises. The Tenant should notify the Landlord if they intend to leave the property vacant for a period in excess of 7 consecutive days. **It is advisable that Tenants take out a suitable insurance policy to cover all of their personal possessions and belongings.** As an extra precaution, it is advisable to take items of value home over the Christmas, Easter, and Summer vacations or whenever the property is left unoccupied.

**Please visit the documents section of our Website for details of our General Data Protection Regulation Privacy Notice: [www.citygatehomes.co.uk](http://www.citygatehomes.co.uk)**

Thank you for renting one of our properties. This document is designed to give you as much information as possible and to guide tenants in a hassle free and informative manner. It is imperative that you read and understand the information provided prior to signing the declaration below.

Disclaimer: Citygate Property Development Ltd always endeavour to maintain accurate depictions of properties and descriptions, however, these are intended as a guide only. Therefore, tenants must always satisfy themselves by personal inspection.

**Any terms included on this Addendum Agreement have been specifically agreed between the Landlord/Agent and the tenant. I/We the undersigned, declare that the above information is understood and acceptable. I/We acknowledge the receipt of the original.**

SIGNED:

Dated:

Our Signature:

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Your Signature (or signatures)

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_
- 4.) \_\_\_\_\_
- 5.) \_\_\_\_\_
- 6.) \_\_\_\_\_
- 7.) \_\_\_\_\_