



**GILL PROPERTIES (LEEDS) LTD**  
**STUDENT & PROFESSIONAL LETTINGS**

129A Cardiagan Road  
Headingley  
Leeds, LS6 1LU  
Mob: 0796 745 4648  
Web: [www.gillproperties.co.uk](http://www.gillproperties.co.uk)  
email: [info@gillproperties.co.uk](mailto:info@gillproperties.co.uk)

**Useful Notes, Terms & Guide Lines for Tenants.**

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.

If you need to contact the Landlord please telephone:

Paul Gill: 0796 745 4648

Email: [info@gillproperties.co.uk](mailto:info@gillproperties.co.uk)

Alternatively write to:

129A Cardiagan Road, Headingley, Leeds, LS6 1LU.

If unavailable, and only in a genuine emergency, contact:

07967 45 4648

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, Gill Properties Useful Notes, Terms & Guide Lines For Tenants doc, Tenant Application Form, Tenant Guarantor Form, Bank Standing Order Mandate 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.

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. The Landlord may recover his reasonable costs, due to a call out to the property in this regard.

## GILL PROPERTIES (LEEDS) LTD STUDENT & PROFESSIONAL LETTINGS

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.

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.

As per section B7 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.

Any item in the house that requires attention should be reported to the Landlord as soon as it is reasonably practical.

Tenants should not interfere with any Gas or Electrical installations at the Property. Any faults should be reported to the Landlord immediately.

**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.

Tenants are advised 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. 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.

## GILL PROPERTIES (LEEDS) LTD STUDENT & PROFESSIONAL LETTINGS

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.

Domestic Appliance repairs: Gill 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.

The rent must be paid monthly in advance.

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.

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.

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.

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.

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.

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 workmen, noise, Building materials etc. The Landlord will give at least 24 hours notice that access is required for repairs, cleaning etc.

## GILL PROPERTIES (LEEDS) LTD STUDENT & PROFESSIONAL LETTINGS

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 the Landlord cannot guarantee that these properties will be left clean and tidy for occupation on 1st 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).

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.

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. 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 Gill Properties will not be responsible or liable for any costs/charges relating to lost, stolen or missing, Black, Blue, Brown 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. 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 fine of up to £50,000 or 9 months imprisonment. Gill 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.

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.

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.

## GILL PROPERTIES (LEEDS) LTD STUDENT & PROFESSIONAL LETTINGS

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: 08459 500 400), to report the fault, and to follow up all appointments.

Please be aware that Gill 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 Gill Properties and we will arrange the disposal of them. These electrical items will not be P.A.T. tested by Gill Properties and may be unsafe to use.

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.

If due to the Tenants neglect the property suffers from Pest control problems, the Tenant will be held responsible. The Landlord will only become involved at his/her discretion. 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.

Replacement lamps for all lighting outlets are the Tenants responsibility. When you take the property these will be in and working.

Any replacement batteries for smoke detectors, doorbell chimes, cooker ignitions etc. are the Tenants responsibility.

Under no circumstances must any of the furniture be brought outside the property or placed into basement cellars when not in use. When you leave the property all furniture must be placed back into position, in each room.

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.

Where an electric Hoover is provided, it is the Tenants responsibility to provide and replace refuse bags, Hoover belts etc.

## GILL PROPERTIES (LEEDS) LTD STUDENT & PROFESSIONAL LETTINGS

Tenants who lock themselves out through loss of keys etc. and require the Landlord to be called out to open doors may be subject to the Landlords reasonable costs

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 six months or more, prior to the end of the Tenancy.

At the end of the Tenancy all keys are to be returned in their individual bunches, clearly labelled. The Landlord may recover his reasonable costs, if he has to sort out returned keys, change locks, or have Keys cut.

It is recommended that Electric 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 Burglar Alarm, Fire Alarm and Emergency lights stay in operation (If fitted at the property) If there is no supply of Electricity the Burglar 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.

If your Tenancy falls into Arrears we 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.

Gill Properties 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.

**VERY IMPORTANT!** When leaving the premises ALWAYS ensure that all doors and windows are locked and that the Burglar Alarm is in operation. Ensure that both Mortice and Yale type locks are secured. These locks are provided for your protection. 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 and Easter vacations or whenever the property is left unoccupied.

**GILL PROPERTIES (LEEDS) LTD  
STUDENT & PROFESSIONAL LETTINGS**

I/We acknowledge the receipt of the original, and agree to these Terms & Guide lines.

SIGNED:

Dated:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_

7) \_\_\_\_\_