

Written Statement of Key Terms Checklist



	✓
Details of the Parties	
Full name of the landlord(s)	
An address in England or Wales where the tenant can serve notices on the landlord	
The full address of the let property	
Names of each of the tenants	
Tenancy Terms	
The date the tenancy begins, when the tenants can move into the property	
Amount of rent payable and when due. (the rent period cannot be longer than 1 calendar month)	
If the landlord charges the tenant for bills, it must state which is part of the rent and / or which is payable on top of the rent	
A statement explaining that if the landlord wishes to increase the rent, they must propose the new rent by serving a notice in accordance with section 13 of the Housing Act 1988	
The amount of any tenancy deposit	
Ending the Tenancy	
The minimum notice period the tenant must give to serve a notice to end the tenancy (no more than two months)	
A statement explaining that the landlord can only end the tenancy by applying for and obtaining an order for possession, and the order being executed (i.e. Ground 4a)	
Safety and compliance information	
The landlords' obligations to ensure the property is fit for human habitation in accordance with Section 9A of the Landlord and Tenant 1985	
Landlords' obligations under Section 11 of the Landlord and Tenant 1985 including Gas and Electric safety regulations	
Tenant rights	
Information about the tenants right to request a pet accordance with the process outlined in section 16A of the Housing Act 1988	
Information about the tenant's right under Section 190 of the Equality Act 2010 to apply to make improvements for a disabled person	
Notes:	