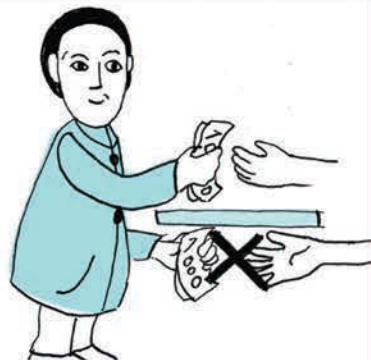


**1. ALWAYS HAVE A WRITTEN CONTRACT**



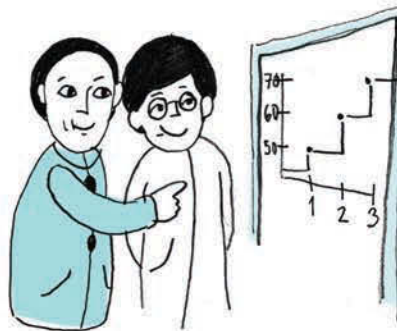
Use a standard contract and make sure you include all important terms and conditions. If there is anything you do not understand, ask for help.

**2. THE RENT MUST BE A SINGLE AMOUNT COVERING EVERYTHING**



You are not required to pay additions for rubbish collection or chimney sweeping. If you have your own water meter or electricity meter this may be additional.

**3. RENT MAY ONLY BE ALTERED ONCE A YEAR**



Any alteration must be in step with the consumer price index and one month's notice must be given. In addition, the rent may be adjusted to current levels after 3 years. Other rent alterations are illegal.

**4. THE DEPOSIT MUST BE PAID IN TO A JOINT ACCOUNT**



Do not pay the deposit in cash or direct to the landlord's account. Pay the deposit into a joint account in both names. The landlord pays the charges and the interest is paid to you.

**5. INSPECT THE PROPERTY WITH THE LANDLORD BEFORE MOVING IN**



Note down damage to the property and make an inventory. Ideally take pictures. These may be useful on moving out, when you and the landlord inspect the property.

**6. THE LANDLORD DOES NOT HAVE ACCESS TO THE PROPERTY**



The landlord is only allowed access to the property for maintenance, agreed with you in advance.

**7. YOUR FAMILY MAY MOVE IN WITH YOU**



Your family may move in, as long as the property does not become over-populated. If others wish to live with you, you must ask the landlord first.

**8. TAKE GOOD CARE OF THE PROPERTY**



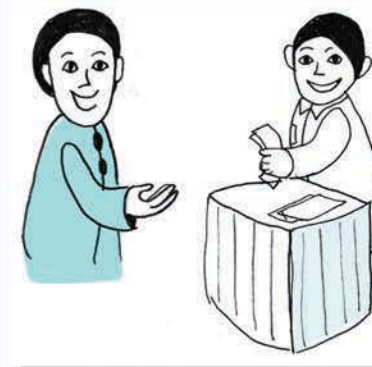
Take out household contents insurance in case of theft or damage. Carry out simple maintenance yourself. Contact the landlord for major repairs.

**9. TERMINATE THE TENANCY AGREEMENT IN WRITING**



Check on the terms you have concerning termination and give notice in writing. You have to pay rent during the notice period.

**10. YOU MUST HAVE YOUR DEPOSIT BACK, WITH INTEREST**



Ask for agreement in writing, or take the landlord with you to the bank to get the deposit back. If you cannot agree, write to the bank and demand payment.