

## WWW.LeafyLettings.com

Room 11

Angel Apartments

14 Angel Place

WR1 3QS

Dear XXX

Thank you for choosing a Tenancy in one of our Professional Houses, I’m sure that you will be very happy in your new home.

Please find enclosed within this email several documents, all of which requires an electronic signature, please open the platform and simply follow the instructions.

The following documents are enclosed.

* Welcome letter (this letter)
* AST Contract
* Harmonious House Document
* Maintenance Policy
* Security Policy
* New Tenants handbook
* Energy performance certificate
* Managers contact details
* Pat Testing Certificate
* Gas Safety Certificate
* Electrical Safety testing Certificate
* Instructions on how to vote and how to register for your T.V License
* HMO License

Please note that you must read and understand the above documents; please sign in the indicated area at the bottom of this page in order to confirm this.

Your rent has been paid 3 months in advance, your next rental payment is due 3 months from the date of this letter.

The entire house is Non Smoking and this will not be permitted anywhere on the premises including your room.

Please read the contract and your obligations regarding your notice period:-

**Ending the Tenancy and Insurance Terms**

***“If the Tenant intends to vacate at the end of the fixed term, or at any later date, they agree to give the Landlord at least thirty days prior Notice in writing*** ***by registered post.***

***While the tenancy is periodic the thirty days written Notice must expire the day before a Rent Due Date.”***

This means that after the 6 month fixed term if you choose to leave any notice must be given on the rent due date, not in the middle of the month.

**As your rent is paid by standing order it is your responsibility to cancel the standing order when you move out.**

**Please also note that it is your responsibility to insure any of your belongings, as we do not provide insurance for any property belongings to Tenants.**

**Fire fighting equipment**

The property is equipped with Fire extinguishers on each floor, you will be provided with information upon checking in on how to use the equipment.

We advise that the equipment is only used to facilitate your exit from the building in the event of a fire, any use of the Extinguishers is entirely at your own risk, New Era Property will not bear any responsibility of injury to any person as a result of using the fire Extinguishers or any other firefighting equipment.

Thank you once again and please don’t hesitate to contact me if you have any questions.

Kind Regards

Murtuza Pirani

Leafy Ltd

**I sign here to confirm that I have received and read all the above documentation.**

**………………………………………………………………………………………………………………………………**

**Name:…………………………………………………………………… Date:………………………………………**