

Guidance notes for completing a standard NLA Assured Shorthold Tenancy Agreement online

The NLA Forms system allows you to create a fixed term contractual Assured Shorthold Tenancy, based on the standard NLA Assured Shorthold Tenancy Agreement.

An Assured Shorthold Tenancy is the DEFAULT tenancy for all residential lettings in ENGLAND & WALES with a rental income of up to £100,000 per annum and for a fixed term of less than 7 years. It cannot be used when letting to a company or by a landlord letting out a room in their own home.

To find out when it is appropriate to use an Assured Shorthold Tenancy and how to set one up correctly please refer to the NLA Online Library by clicking on the link provided in the NLA Forms system. You can also get guidance from the NLA Telephone Advice Line.

If you don't have access to the NLA Online Library or NLA Telephone Advice Line and would like to upgrade your membership, please visit the NLA website at www.landlords.org.uk/membership. You can also purchase Call Credits online if you would like to speak to one of our telephone advisers.

Creating your Assured Shorthold Tenancy Agreement

The NLA Forms system allows you to vary the terms of a standard NLA Assured Shorthold Tenancy Agreement to suit your needs.

To get started click on 'Create online' and then follow our three steps:

1. Fill in the online form
2. Check your agreement
3. Create your agreement

Step 1: Fill in the online form

You can save the form at any time by clicking on 'Save for Later' at the bottom of the online form. It is important that all information is entered accurately and spelt correctly, especially addresses, names and contact details.

The Agreement

Agreement date	Enter the date of the agreement using the format 28-01-2013. This is normally the date that the agreement is drafted or the date when it is due to signed by the tenant(s). The date entered into the system must be today's date or a date in the future. The agreement date should not be confused with the start date of the tenancy, which is the date from when the tenant(s) can occupy the property.
-----------------------	--

Property

Address	Enter the full address and postcode for the property to be let.
Postcode	
Dwelling type	Select 'Furnished' or 'Unfurnished'.

Continued overleaf

Property Part	Select 'All' if the tenant(s) named on the agreement will have exclusive access to whole of the property to be let. Select 'Part' if the tenant(s) named on the agreement will only have exclusive access to part of the property. The part of the property to be let exclusively should be described clearly and accurately.
Building	Select 'Yes' if the property is contained within a block or building and enter the full name of the building within the property is located.
Shared Facilities	Select 'Yes' if the property includes any shared facilities. The shared facilities and their location should be described clearly and accurately.
Garden	Select 'Yes' if the property includes a garden. The location of the garden should be described clearly and accurately.
Parking	Select 'Garage' or 'Parking Space' if the property includes parking. The location should be described clearly and accurately.
Inventory	Select 'Yes' if an inventory is to be prepared for the property and enter the date of the inventory using the format 28-01-2013. It is important that the date entered is the same date as that written on the inventory.

Landlord(s)

How many landlords are there?	Enter the number of landlords to be included on the agreement. The system will allow up to five landlords to be added.
Landlord name	Enter the full name of the landlord, including title (Mr, Miss, Mrs, etc) and middle names.
Landlord company name	Enter the company name of the landlord, if applicable.
Main point of contact for the tenant (including rent collection):	Select 'Landlord' or 'Agent'.
Landlord address	Enter the full address and postcode for the landlord. The address must be in the UK and must not contain a PO Box to comply with Section 48 of the Landlord and Tenant Act 1987. If the landlord's address is the same as the address of the property to let, it may not be appropriate to use an Assured Shorthold Tenancy Agreement. Please contact the NLA Telephone Advice Line for guidance.
Landlord postcode	
Landlord day time telephone	Enter a contact telephone and email address for the landlord(s).
Landlord evening telephone	
Landlord email address	

Agent (if applicable)

Agent contact name	Enter the name of the main contact at the agency for this agreement, including title (Mr, Miss, Mrs, etc).
Agent company name	Enter the company name of the agent for this agreement.
Agent address	Enter the full address and postcode for the agent. The address must be in the UK and must not contain a PO Box to comply with Section 48 of the Landlord and Tenant Act 1987.
Agent postcode	
Agent day time telephone	Enter a contact telephone and email address for the agent.
Agent evening telephone	
Agent email address	

Continued overleaf

Tenant(s)

Number of tenants	<p>Enter the number of tenants to be included on the agreement. The system will allow up to 10 tenants to be added. It is important that all adults occupying the property are included on the agreement, otherwise you may encounter difficulties when you need to recover possession of the property.</p> <p>Please note that the permitted number of occupiers for the property, as stated on the agreement, will be based on the number of tenants entered here.</p> <p>If the tenant is a company or related to the landlord, it is not appropriate to use an Assured Shorthold Tenancy Agreement. Please contact the NLA Telephone Advice Line for guidance.</p>
Lead tenant name	<p>Enter the full name of the lead tenant, including their title (Mr, Miss, Mrs, etc) and middle names.</p> <p>The lead tenant should be nominated by the other tenants.</p>
Other tenant name(s)	<p>Enter the full names of the other tenants, including their title (Mr, Miss, Mrs, etc) and middle names.</p>

Tenancy

Initial term	Enter the duration of the fixed term using digits, not words. The system will allow a minimum of six months.
Start date	Enter the start date of the tenancy using the format 28-01-2013. This is the date from when the tenant(s) can occupy the property. This must be today's date or a date in the future.
Where is the property based	Select 'England' or 'Wales'.
Rent period	Select 'weekly', 'four weekly', 'monthly' or 'annually'.
Rent amount	Enter the amount of rent to be charged in each rent period using digits, not words.
Payment method	Select how the tenant is expected to pay the rent.

Services and charges

Water	Select 'Paid by tenant' or 'Included in rent'.
Council tax	
Gas	
Electricity	
Television Licence	
Telephone	
Broadband	
Other	Select 'Other' to add details of additional services that are to be included in the agreement. Enter the details of the service clearly and accurately.

Deposit

Deposit required	Select whether a tenancy deposit is required.
Deposit amount	Enter the value of the deposit, using digits not words.
Deposit protection	<p>Select 'Landlord' if the deposit is to be paid by the tenant to the landlord.</p> <p>Select 'Agent' if the deposit is to be paid to the agent.</p>
Deposit guarantee scheme	Select the name of the scheme into which the deposit shall be paid.

Continued overleaf

Additional signatures

Guarantor	Select 'Yes' if a guarantor signature is required.
Witnesses	Select 'Yes' if a witness will be required for all signatures.

Attachments

Tenancy deposit scheme details	Select 'Yes' if the tenancy deposit scheme details will be attached to the agreement. These will need to be sourced and attached by the user.
Guarantor agreement	Select 'Yes' if a guarantor agreement will be attached to the agreement. This will need to be sourced and attached by the user.
Other	Select 'Yes' if there will be any other attachments to the tenancy. Enter in the details clearly and accurately.
Additional clauses	<p>Enter the number of additional clauses to be added to the agreement. The wording of the additional clauses need to be entered in clearly and accurately. The system will allow up to ten additional clauses to be added to the agreement.</p> <p>Please note that the National Landlords Association cannot validate the accuracy of any additional clauses contained within this agreement or amendments to existing clauses.</p>

Step 2: Check your agreement

It is important to read through and check the agreement before it is signed and dated by the tenant(s) and landlord.

Click on a button at the bottom of the screen to save the form for later, preview the document as a PDF or create the document as a PDF.

If you select 'Save for later' or 'Preview Document', the information that you have entered into the online form will be available to modify if you wish to make changes to the document at a later date.

Step 3: Create your agreement

When you are happy with the agreement select 'Create Document'. The completed pdf will be available to download within the 'My Documents' section of the NLA website.

You will need at least two tenancy agreements, one for the tenant(s) and one for yourself.

Prospective tenants should be given every opportunity to read and understand the terms of the tenancy, and any other agreement, before the tenancy agreement is signed.

If you require a guarantor, the guarantor should be asked to sign the guarantor agreement (this is a separate document) and the tenancy agreement BEFORE the tenant(s) sign the tenancy agreement.

You should keep the copy signed by the tenant(s) and the tenant(s) should keep the copy signed by you. Don't forget to keep the signed by the tenant(s) safely filed away for future reference.