



Letting Centre Forms and Agreements 2026

Professional Series Agreements and Clauses:

Last reviewed:

| | |
|---|------|
| - General Tenancy Agreement - A01 | 2026 |
| - Assured Periodic Tenancy Agreement (Landlord/Let-only) - A02 | 2026 |
| - Assured Periodic Tenancy Agreement (Agent version) - A03 | 2026 |
| - Assured Periodic Agreement House in Multiple Occupation – A03 Room Only | 2026 |
| - A02/A03 Additional Clauses | 2026 |
| - Holiday Letting Agreement – A04 | 2026 |
| - Company Letting Agreement - A05 | 2026 |
| - Licence Agreement - A06 | 2026 |
| - Contractor Terms and Conditions – A07 | 2026 |
| - Garage Licence – A08 | 2026 |
| - Licence Room Only Agreement – A09 | 2026 |
| - Deed of Guarantee - G02 | 2026 |
| - Contract of Guarantee – G01 | 2026 |
| - Contract of Guarantee – Limited share of rent – G03 | 2026 |
| - Example Agency Agreement | 2026 |

Drafting and Guidance Notes:

| | |
|--|------|
| - Drafting and Guidance Notes for agreement A01 | 2026 |
| - Drafting and Guidance Notes for agreements A02 & A03 | 2026 |
| - Drafting and Guidance Notes for agreement A04 | 2026 |
| - Drafting and Guidance Notes for agreement A05 | 2026 |
| - Drafting and Guidance Notes for agreement A06 & A09 | 2026 |
| - Drafting and Guidance Notes for agreement A07 | 2026 |
| - Drafting and Guidance Notes for Example Agency Agreement | 2026 |
| - Drafting and Guidance Notes for Guarantor Agreement | 2026 |

Professional Series Management Letters and Forms:

Last Reviewed & Type:

Pre-Tenancy

| | |
|---|-------------|
| - APPFORM – Tenant/Guarantor application form | 2026 Form |
| - CHECKLIST – A useful checklist for renting property | 2026 Form |
| - COMPLAINTS – Example Complaints Procedure | 2026 Form |
| - CONFFTO – Confirmation to landlord – find tenant only | 2026 Letter |
| - CONFIRMT – Letter to tenant acknowledging tenancy application, enc holding deposit agreement and how to rent guide | 2026 Letter |
| - CONFIRMTA – Letter to tenant confirming satisfactory references | 2026 Letter |
| - CONFIRMTA2 – Letter to tenant acknowledging receipt of deposit | 2026 Letter |
| - CONFLL1 – Confirmation to landlord of new tenancy | 2026 Letter |
| - CONFLL2 – Confirmation to landlord of occupation | 2026 Letter |
| - CONFPROP – Confirmation to landlord to take on property | 2026 Letter |
| - DATATEN – Data Protection Disclosure letter | 2026 Letter |
| - DATAENHB – Data Protection Disclosure letter – Housing Benefit | 2026 Letter |
| - GUARRENQ – To guarantor. Asking for refs and enc tenancy details | 2026 Letter |
| - HOLDINGDEP – To tenant. Non-return of holding deposit | 2026 Letter |

| | |
|---|-------------|
| - HOLDINGDEPOSITAGREEMENT | 2026 Form |
| - LEADTENDEC – Lead Tenant Declaration | 2026 Form |
| - LLENQUIRY – To landlord in response to initial enquiry | 2026 Letter |
| - PRIVACYNOTICE – Example privacy notice | 2026 Form |
| - PROPDET – Property Details | 2026 Form |
| - REF_ACCT – Reference to tenant’s accountant | 2026 Letter |
| - REF_EMPL - Reference on tenant to employer | 2026 Letter |
| - REF_FAIL1 – To tenant failed refs – no tenancy / return holding deposit | 2026 Letter |
| - REF_FAIL2 – To tenant failed references – guarantor required | 2026 Letter |
| - REF_LLRLD - Reference to previous landlord (re new tenant) | 2026 Letter |
| - REF_PERS - Reference on tenant (personal reference) | 2026 Letter |
| - REQUIREDDOC – Required Document Checklist | 2026 Form |
| - RIGHTTORENT – Right to Rent Check Form | 2026 Form |
| - RISKASSESSMENT – Example risk assessment | 2026 Form |
| - SANCTIONCHECK – to record financial sanction checks | 2026 Form |
| - TINFO – Standard terms and information for tenants | 2026 Form |

Payments and Rent arrears:

| | |
|--|-------------|
| - CNCLTBSE – To council tax office – charge new tenant | 2026 Letter |
| - GUARREN1 – To guarantor. Request for unpaid rents | 2026 Letter |
| - GUARREN2 – To guarantor. Follow up letter and action | 2026 Letter |
| - HOUSINGBENEFIT – Letter to local authority requesting information | 2026 Form |
| - LATE1 – To tenant. First late rent letter | 2026 Letter |
| - LATE1A – To tenant. Letter of claim | 2026 Letter |
| - LATE2 – To tenant. Section late rent – issue s8 notice | 2026 Letter |
| - LATE3 – Letter to LL re rent arrears | 2026 Letter |
| - LATE4 – Letter to LL re rent arrears and contacting guarantor | 2026 Letter |
| - LATE5 – Letter to LL re rent arrears starting possession proceedings | 2026 Letter |
| - LATECRT – To tenant(s). Late rents – letter prior to court | 2026 Letter |
| - LEDGER – Accounting Ledger | 2026 Form |
| - MESNE – To tenant. Letter accepting mesne profits | 2026 Letter |
| - NEWTENUT – Letter to utility co. informing of new tenants | 2026 Letter |
| - RRECEIPT – Rent receipt for tenant | 2026 Letter |
| - STATEMENT&INVOICE – Rent Statement / Invoice | 2026 Form |

Inspections and Repairs:

| | |
|---|-------------|
| - CARE – to tenants – more care/cleaning required | 2026 Letter |
| - DILAPS1 – To tenant(s). Letter pointing out dilapidations | 2026 Letter |
| - E-ACCESS – Letter following emergency access | 2026 Letter |
| - ELECCK1 – To electrical contractor. List of properties to check | 2026 Letter |
| - ELECCK2 – To tenants. Notification of electrical check date | 2026 Letter |
| - ELECCK3 – To tenants. Ltr following lack of entry for check | 2026 Letter |
| - ELECCKLL – To landlord. Request to carry out elec. check | 2026 Letter |
| - ELECREMLL – Advice to landlord – issues following elec. check | 2026 Letter |
| - ESTIMATE – To landlord, estimate for works at property | 2026 Letter |
| - FROST – To tenants. Frost precautions over winter hols | 2026 Letter |
| - GASCK1 – To gas engineer. List of properties to check | 2026 Letter |
| - GASCK2 – To tenants. Notification of date of gas check | 2026 Letter |
| - GASCK3 – To tenants. Letter following lack of entry for check | 2026 Letter |
| - GASLL – To landlord. Request to carry out check | 2026 Letter |
| - INSPRPT – Basic inspection report | 2026 Letter |
| - IREPORT – Inspection Report | 2026 Form |
| - LLFFREGS – To landlord. Re non-compliant furniture | 2026 Letter |
| - MAINTDET – Maintenance Details | 2026 Form |
| - MFORM – Inspection/ Call-out Details | 2026 Form |
| - MREPORT – Maintenance Report | 2026 Form |
| - NINSPECT1 – To tenants(s). Notice of inspection | 2026 Letter |
| - NINSPECT2 – To tenant. Rescheduled inspection/gas check | 2026 Letter |
| - REPAIRLL - Letter advising landlord of impending repairs | 2026 Letter |

- REPAIRLL2 - Letter advising landlord of outcome of repair visit 2026 Letter
- REPAIRTEN-KEYS - Advising tenant of maintenance visit-keys held 2026 Letter
- REPAIRTEN-NOKEYS - Advising tenant of maintenance visit –no keys 2026 Letter

Tenancy Renewals / Addendum:

- ADDENDUMEXAMPLE – Example Addendum to Tenancy Agreement 2026 Form
- RENEW1 – To landlord re non assured tenancy renewal 2026 Letter
- RENEW2 - To tenants confirming non assured fixed term renewal 2026 Letter
- RENEW3 – to tenants no tenancy renewal for non assured fixed term 2026 Letter

Rent Increase:

- RENEWRENT- To tenant re rent increase fixed term non assured tenancy 2026 Letter
- RENEWRENT2 – To tenants re rent increase under rent review clause in non assured tenancy 2026 Letter
- RENEWRENTAGREE – to tenant agreeing lower rent 2026 Letter
- RENEWRENTS13 – Letter to tenant enclose S13 notice 2026 Letter

End of Tenancy:

- CHECKOUT1 – To tenant re check-out appointment 2026 Letter
- CHECKOUT2 – To tenant re deductions from deposit 2026 Letter
- CHECKOUT3 – To tenant enclosing cheque less deposit deductions 2026 Letter
- EARLYTER – To tenant following req. for early termination for fixed term non assured tenancy 2026 Letter
- NOTICEACCEPT – Acceptance of tenant notice – periodic tenancy 2026 Letter
- NOTICER2 – To tenant. LL moving into property or selling property enclosing section 8 notice 2026 Letter
- NOTICER3 – To tenant enclosing s8 Notice 2026 Letter
- SURRENDER – Deed of Surrender 2026 Letter
- TENSELL - To tenant. Landlord wishes to sell property 2026 Letter
- TENSELL1 – to tenant. Landlord has a buyer for the property 2026 Letter

Abandoned Property:

- ABANDONPROP - Notice of Intention to Take Over a Flat/House 2026 Letter
- ABANDPROP – Letter to tenant re abandoned goods left at property 2026 Letter

Nuisance and Pets:

- NUISNCE1 – To tenant(s). Following nuisance/disturbance 2026 Letter
- NUISNCE2 – To tenant(s). Final letter before action 2026 Letter
- PETS – To tenant(s). Response re request for pets 2026 Letter
- PESTLL – To landlord. Tenant(s) requesting to keep pet 2026 Letter

Change of Landlord or Agent:

- AGENTDISINSTRUCTION – Letter to LL disinstruction 2026 Letter
- CHANGEAGENT – To tenant – new agent 2026 Letter
- CHANGEFLANDLORD - To tenant – new landlord 2026 Letter
- CHANGEFMANAGEMENT – To tenant – landlord now managing prop. 2026 Letter
- S48 NOTICE - To tenant. Notice under s48 L&T Act 1987 2026 Letter

Holiday Let:

- HOLIDAY – To tenant. Confirmation of holiday letting 2026 Letter
- HOLLETL – To landlord. Confirmation of holiday letting 2026 Letter

Renters' Rights:

- RENTERS' RIGHTS – To tenant. Enclosing Government Information Sheet 2026 Letter
- RENTERS' RIGHTSLL – To landlord advising re Renters' Rights Info 2026 Letter

Notices:

Notices Required Under Housing Acts (1988, 2004) and other legislation:

- Section 8 possession notice via [Government website here](#)
- Section 13 rent increase notice via [Government website here](#)
- S48 Notice of landlord's address for service of notices 2026
- ABANDONEDGOODS - Notice to tenant to collect abandoned possessions 2026
- GREENDEAL – Green deal acknowledgement for bill payer* 2026
- NOTICEOFRIGHTTOCANCEL - Notice of right to cancel contract in cooling off period* 2026
- NTQ - Notice to quit a common law tenancy 2026
- PROOFSERVICEPOSSESSION – Proof of service of possession notice 2026
- S3 – New landlord notice to tenant re transfer of interest in property 2026
- SECTION33D(3)IMMIGRATION – Notice under the Immigration Act* 2026

*The Forms marked with an * are copies of prescribed forms required for residential tenancies. These are forms where wording has been legally prescribed either by statute or by an external organisation approved by or linked to government. The Letting Centre have drafted these forms in accordance with the legislation but provide no warranty on the accuracy or correctness of these forms and shall not be liable for any issues relating to such prescribed forms or wording which is outside of our control.*