

ASTLL4

Negotiate tenancy / licence agreements



Overview

This standard is about progressing applications to rent with all relevant parties to a successful conclusion. It includes addressing any factors which impact upon the progress of the application such as changes to circumstances or the outcomes of reports.

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Performance criteria

- You must be able to:*
- P1 Negotiate and agree the rent
 - P2 Provisionally agree a moving in date and duration for the tenancy with the tenant / licensee
 - P3 Provisionally agree any special terms which may need to be included in the tenancy / licence agreement
 - P4 Agree the type and terms of the agreement with all relevant parties
 - P5 Ensure that the prospective tenant / licensee is aware of their rights and responsibilities in respect of the tenancy / licence agreement
 - P6 Maintain acceptable standards of appearance and conduct in all dealings with tenants / licensees
 - P7 Ensure that the tenant / licensee is aware of the initial amounts which will be payable on signing the agreement and the forms of payment which are acceptable
 - P8 Draw up the appropriate type of tenancy / licence agreement

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Knowledge and understanding

You need to know and understand:

- K1 Legislation, guidelines and codes of practice relevant to tenancies and their impact for you
- K2 Market conditions which may affect the terms of the tenancy / licence agreement
- K3 Types of tenancy / licence agreement and their associated conditions
- K4 Where to find information and guidance on preparing tenancy / licence agreements
- K5 How to draw up tenancy / licence agreements
- K6 Methods of payment which are acceptable
- K7 The documents which should be signed and dated by all relevant parties (including where applicable any guarantor)
- K8 The difference between special conditions and restrictive covenants
- K9 Types of special terms or conditions which may be requested by the tenant / licensee
- K10 The types of conditions which can legally be included in tenancy / licence agreements and how to apply these to the agreement
- K11 Procedures for dealing with inventories
- K12 The importance of maintaining acceptable standards of appearance and conduct in all dealings with prospective tenants / licensees
- K13 The importance of explaining carefully any technical terms or abbreviations, avoiding jargon and ensuring that you have been understood
- K14 How to register tenant / licensee deposits where applicable

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