

ASTLL8

Renew and extend tenancy / licence agreements and review rents



Overview

This standard is about negotiating renewals, extensions and rent reviews for existing tenancies. Renewals can take place because the tenancy has come to the end of its period or because of a change of the tenants / licencees in multiple occupancy tenancies.

This unit covers renewing and extending tenancy / licence agreements and reviewing rents.

ASTLL8

Renew and extend tenancy / licence agreements and review rents

Performance criteria

Renew and extend tenancy / licence agreements

You must be able to:

- P1 Review the terms of the original tenancy agreement
- P2 Gather information regarding any requested revisions to the terms of the tenancy agreement
- P3 Ensure that any revised terms are provisionally agreed with the tenant / licensee
- P4 Maintain acceptable standards of appearance and conduct in all dealings with tenants / licensees
- P5 Draw up the renewal documentation in line with procedures
- P6 Gain signatures from all relevant parties and execute renewal documentation

Review Rents

You must be able to:

- P7 Review the terms of the original tenancy agreement to determine the type of agreement in place
- P8 Determine the appropriate notice, timing and service of the rent increase
- P9 Review all relevant information and negotiate the revised rent with all relevant parties on the basis of that information
- P10 Implement the rent increase following the correct statutory procedures
- P11 Serve the appropriate documentation to all relevant parties
- P12 Maintain clear, accurate and up to date records, of rent reviews and their outcomes
- P13 Ensure that the revised rent is implemented at the correct time
- P14 Ensure that future rent review dates are recorded so that they are completed within appropriate timescales

ASTLL8

Renew and extend tenancy / licence agreements and review rents

Knowledge and understanding

You need to know and understand:

- K1 Legislation, guidelines and codes of practice relevant to tenancies and rents and their impact for you
- K2 How appropriate notices for rent reviews should be used
- K3 Market conditions which may affect the terms of the tenancy / licence agreement
- K4 Types of tenancy agreements, their associated conditions and prescribed rent review forms relating to them
- K5 The advantages and disadvantages to both yourself as the landlord and the tenant / licensee of different types of renewals including the rolling over of tenancies into statutory periodic tenancies
- K6 Why it is important to implement the rent review procedure in line with statutory requirements
- K7 Why it is important to review all relevant information before negotiating rent reviews and tenancies
- K8 How to draw up tenancy / licence agreements
- K9 The documents which should be signed and dated by all relevant parties (including where applicable any guarantor) for both renewals and rent reviews
- K10 The difference between special conditions and restrictive covenants
- K11 Types of special terms or conditions which may be requested
- K12 The types of conditions which can legally be included in tenancy agreements and how to apply these to the agreement
- K13 The importance of maintaining acceptable standards of appearance and conduct in all dealings with tenants / licensees
- K14 The importance of recording the dates for future rent reviews in line with the terms of the agreement and legislation
- K15 Potential problems that might occur and how to address these
- K16 The importance of explaining carefully any technical terms or abbreviations, avoiding jargon and ensuring that you have been understood

ASTLL8

Renew and extend tenancy / licence agreements and review rents

Developed by Asset Skills

Version number 1

Date approved February 2012

Indicative review date February 2017

Validity Current

Status Tailored

Originating organisation Asset Skills

Original URN ASTRL19

Relevant occupations Residential landlord; Letting agent

Suite Residential Landlords

Key words Rent review; tenancy; renewals