

# ASTLL9

## Bring tenancy / licence agreements to an end



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### Overview

This standard is about ending existing tenancies. Tenancy agreements can end for a number of different reasons e.g. because the tenancy has come to the end of its period, non-payment of rent and landlord's own circumstances. There may be notices to be served to tenants / licencees or the tenant / licencee may be giving notice themselves.

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### Performance criteria

*You must be able to:*

- P1 Review the terms of the original tenancy / licence agreement
- P2 Receive notice from / give notice to tenants / licencees and deal with this according to correct statutory procedures
- P3 Establish the reasons for ending the tenancy
- P4 Gain advice where there is reason to serve notice to the tenants / licencees
- P5 Serve relevant notices to tenants / licencees in line with statutory procedures
- P6 Ensure that the tenant / licencee is kept fully informed
- P7 Maintain acceptable standards of appearance and conduct in all dealings with tenants / licencees

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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 Reasons why a tenancy might be brought to an end
- K3 Types of tenancy / licence agreement and their associated conditions
- K4 Types of notice that can be served to tenants / licencees, the appropriate timescales for doing so and who is able to issue such notices
- K5 Correct statutory procedures for serving notices
- K6 Correct statutory procedures for renewing tenancies which have come to the end of their period
- K7 Correct statutory procedures for dealing with properties which have been abandoned during the tenancy
- K8 The importance of maintaining acceptable standards of appearance and conduct in all dealings with tenants / licencees
- K9 The importance of explaining carefully any technical terms or abbreviations, avoiding jargon and ensuring that you have been understood

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**Relevant occupations** Residential landlord

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**Suite** Residential Landlords

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