DRAFT - LETTER OF TENANCY AGREEMENT

**To: ADD GROUP NAME HERE**

This letter is to confirm the agreement between me, *NAME OF LANDLORD,* and *GROUP NAME* to rent **PROPERTY ADDRESS** to a vulnerable refugee family/families (as yet unassigned), who are to be resettled in the UK through the Government’s Community Sponsorship Scheme.

The house will be rented to the family/families on 24-month Assured Shorthold Tenancy (AST) starting on a date (not yet confirmed) but likely to be a date in ADD LIKELY START DATE/MONTH.

In line with Home Office requirements, I guarantee that the house will be vacant for at least 15 days prior to the confirmed arrival date of the family/families. Until then, the house will be rented to third-parties, under my management, but they will vacate it no later than ADD DATE.

On behalf of the family/families, GROUP NAME will pay a security deposit of £**XXX** (equivalent to one month’s rent)**,** which will be deposited into an accredited tenancy deposit scheme on ADD DATE. Subject to any damage or non-payment of rent, it will be recoverable in full or in part by GROUP NAME at the end of the 24-month tenancy or on vacation of the house by the family/families.

**£XXX** per month will be paid by the refugee family/families as rent from ADD DATE, with GROUP NAME paying the rent until the refugee family/families are in a position to do so.

The 24-month tenancy agreement will be drawn up by me and agreed by GROUP NAME on behalf of the refugee family/families prior to the arrival of the refugee family/families. It will be signed between me and the refugee family/families as soon after their arrival as is practical. The tenancy may be ended by the refugee family/families giving two month’s notice, but not before the completion of the first six months.

GROUP NAME will be wholly responsible for organising running small repairs and for instigating any major repairs to the house, should they arise, and will invoice me for the costs.

Yours sincerely,

NAME AND SIGNATURE OF LANDLORD