How to Complete This Assured Periodic Tenancy Agreement (APT)

This Assured Periodic Tenancy Agreement contains a number of square-bracketed fields and italicised instructions. These must be completed before the agreement is signed. Follow the steps below to ensure the document is completed correctly and in accordance with the Renters' Rights Act 2025.

1. Insert the correct details in all square-bracketed fields

Where you see text in [square brackets/coloured blue], replace it with the correct information. For example:

- **[NAME] – insert the full legal name of the landlord, tenant, or guarantor.**
- **[ADDRESS] – insert the full postal address of the property or party.**
- **[DATE] – insert the correct commencement date or signature date.**
- **[AMOUNT] – insert the monthly rent or deposit amount.**
- **[INSERT AGREED RENT PAYMENT DAY] – insert the day of the month rent is due (e.g., "1st", "15th").**
- **[Put the Name of Lawful Occupiers Here] – list all individuals who will live at the property.**

2. Follow the italicised instructions carefully

Italicised text in the document provides guidance only. It should not appear in the final signed agreement.

Examples include:

- ***Add or Exclude Any Interested Persons***
- ***Put the Name of Lawful Occupiers Here***
- ***Name of TDS Provider***

Delete the italicised instruction once you have inserted the correct information.

3. Check the rent, deposit and payment details

Make sure the following are correct:

- **Monthly rent amount**
- **First Rent Payment Date**
- **Rent Payment Method (bank transfer or direct debit)**
- **Deposit amount**
- **Name of the tenancy deposit scheme**

4. Confirm the tenancy start date and term

This agreement creates an Assured Periodic Tenancy (APT). You must:

- Insert the correct Commencement Date
- Confirm the tenancy is periodic from the start
- Ensure the tenant understands that the tenancy continues month-to-month until ended by notice

This is required under the Renters’ Rights Act 2025.

5. Review the clauses and delete any optional sections

Some clauses are marked as optional, such as:

- Guarantor provisions
- Additional Interested Persons
- Optional notice to guarantor

If you are not using a guarantor, delete the entire guarantor section (Clause 15) and remove the guarantor signature block.

6. Attach the Inventory and Schedule of Condition

This must be:

- Completed before the tenant moves in
- Signed by both parties
- Referred to in Clause 3

A detailed inventory protects both the landlord and the tenant and is essential in deposit disputes.

7. Provide the tenant with all required documents

Before the tenancy begins, you must give the tenant:

- This completed tenancy agreement
- Renters' Rights Information Sheet: The Renters’ Rights Act Information Sheet 2026 - GOV.UK
- Gas Safety Certificate
- Electrical Installation Condition Report (EICR)
- Energy Performance Certificate (EPC)
- Deposit Prescribed Information

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- **Licence Certificates**

This is a legal requirement under the RRA 2025 and other legislation.

8. Sign the agreement correctly

All parties must sign:

- **Landlord**
- **Tenant(s)**
- **Guarantor (if applicable)**

Signatures must be dated. Electronic signatures are acceptable if all parties agree.

9. Keep a copy for your records

You must keep:

- **A signed copy of the agreement**
- **A copy of the Written Statement of Terms**
- **Evidence that all required documents were provided**

This protects you if a dispute arises.