

Accommodation and Host Introduction Service Policy



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1.0 Policy Aims

Emil Dale Academy (referred to as EDA throughout this policy) welcomes students from all over the UK and beyond, which means that accommodation does become a key consideration for many students when coming to train at the academy. This policy aims to clearly outline the responsibilities and what students can expect when searching for and agreeing to the right accommodation choice.

2.0 Definitions

- a) **“Host”** – A local family/individual who has a spare room or rooms to rent in their home to a student/s, in some cases laundry, transport and meal provision can be provided. (Recommended for students under 18 as an introduction to independent living). Most students (and/or their parents or legal guardians) sign a private contract and pay to live in the host’s property either alone or as part of a house share with the host. **
- b) **“Private Rent”** – A property owned by a landlord, students sign a contract and pay to live in their property alone or as part of a house share.
- c) **“Landlord”** – The owner of the property.

** To be considered a Host, all matches must be made through the EDA referral service. If a Host and a student privately arrange an agreement without the inclusion of EDA’s input/knowledge, this will class as a private agreement and will no longer be considered as a Host or a Host agreement. EDA will subsequently remove the “Landlord” from the Host list.

3.0 Scope

This policy applies to all EDA students who have a need for accommodation whilst training at EDA, alongside any person who is considering becoming a Host or Landlord to EDA students.

4.0 Policy

This policy sets out clearly the roles and responsibilities of students, hosts, and EDA when searching for and deciding on a choice of accommodation during a student’s time training at EDA.

Choices of accommodation are:

- a) Host accommodation;
- b) Living alone in privately rented accommodation; or
- c) Privately renting in a house/flat share.

5.0 Responsibilities/considerations

5.1 Students who want to live in host accommodation

A host is similar to living with a resident landlord. Hosts *may* include meals and food, assist with washing or help with travel. These aren’t a requirement of hosts, and students should affirm this with their host before signing any agreement.

Most hosts only have one spare room so it is more common that they can only host one student.

EDA recommends hosts as the first choice for 16 - 17-year-olds, as they provide a taster of independence for this age range. It can also be a struggle to find a landlord who would be willing to

rent their property to anyone under the age of 18. A host is, however, an available option for students of all ages.

Prices for hosts *may* range between £450-£750 a month depending on what the host is including and their location in relation to the EDA Studios. (**Please note that this is not a set figure and hosts will decide their desired pricing individually*).

If students choose host accommodation, EDA need to be informed by 1st June (before the September entry) at the latest so they can begin the pairing process. Students can do this by emailing accommodation@emildale.co.uk.

All agreements, rental prices and physical checks of any facilities and the host are to be made by the student and, when the student is on the Sixth Form course, their parent/legal guardian. EDA strongly suggest that such a meeting is arranged between the host and student ahead of any agreements being signed or agreed.

EDA require all hosts to have an enhanced DBS check valid within the last 2 years. A copy of the certificate must be sent over for our records. EDA takes no responsibility to ensure an enhanced DBS is in place, if the agreement is made outside of the Host referral service.

EDA ask that all Host matches are made through the referral service offered. This ensures that EDA can confirm that all necessary checks are in place for Hosts, and also ensures that students with any protected characteristics/vulnerabilities can be matched thoroughly and safely. EDA may also be aware of information regarding either party that cannot be disclosed due to GDPR regulations, but may contribute to the decision-making process of matching. If this is not followed and a Host makes a private agreement with a student without EDA's inclusion/knowledge, any agreement made between a Host and a student will be considered private and EDA will not be responsible for anything that occurs during this private agreement.

5.1.1 Students/ prospective students will be required to provide the following information in order for EDA to support the process of looking for a host:

1. Who is the best person to liaise with us and a new potential host, and what is their relationship to the student? Please provide their email address and contact number.
2. Would you like to have more of a family style (i.e. someone to potentially help with meals/do your washing etc) of accommodation or lodging (i.e. living independently in someone's house)
3. Please provide us with your pronouns.
4. The majority of our properties are within the local towns and surrounding areas which may require some public transport or a short cycle ride. Please let us know if you do drive or are learning to drive?
5. Would you be going home at weekends or would you like accommodation for the full term?
6. Depending on the location and what the host includes, they can cost around £450 - £700 a month. What would your budget per month be?
7. Please confirm if you have any allergies?

8. Many of our hosts have families with children. Would you prefer a host with or without children?

9. If you are a Degree or Gap Year student, is a host a temporary option for you until you find a house share or are you looking for the full academic year?

10. Is there anything else you think we should know about you?

EDA only acts as an introduction service, therefore students and their families will be responsible for agreeing the terms and conditions with their host.

It is expected that all students positively represent EDA inside and outside of college, ensuring all EDA behavioural expectations are always adhered to.

EDA will not be able to take any responsibility for the success of your chosen accommodation; once introduced it is down to the student and their family to make the living arrangement a success.

Our role is to simply help search for a host solution for students.

5.1.2 EDA will support the student by:

- a) Advertising locally to encourage hosts to come forward.
- b) Providing details of known hosts that could be an option.
- c) Ensuring host members over 18 who will be living at the property provide an up-to-date Enhanced DBS check (within 2 years). Alternatively to this, EDA will help host members over 18 who will be living at the property to obtain an up-to-date Enhanced DBS check.
- d) Ensuring hosts provide all of the necessary information needed to help EDA construct the best pairing possible between host and student.

EDA will not be able to facilitate any agreement, this will be done privately between the parties, the college will stand as a referral unit only.

EDA will act as a guide/point of reference with local information to aid students' search.

It is EDA's aim that all students find accommodation to meet their needs and will always do their best to share all the information students need to help them make an informed decision.

5.2 Students looking to house/flat share

A house share or flat share are great options if students are ready to live independently with friends or fellow students. They are usually joint tenancies, so EDA encourage students to choose housemates they get on with and trust.

Prices for house and flat shares *may* range between £600-£750 a month excluding bills, depending on how many people live in the property and what style of property it is. (**Please note that this is not a set figure and landlords or estate agents will inform students of their pricing*).

EDA have a student only Facebook page specifically for New Starters, some of whom will also be looking for flat or house share styles of accommodation. This page is used by EDA to showcase any properties that have been drawn to the academy's attention. EDA will provide details of how students can get in touch with the landlords.

EDA also have an Induction Day in July where new students take part in an 'Icebreaker' session; this is an opportunity for students to meet their year group face to face and spot potential people they would like to live with.

It is likely that any house and/or flat shares won't be confirmed until the summer holiday, this could be as late as July or August. This doesn't mean that students can't get organised; here are some recommended actions that could aid their preparation:

- a. Register with local estate and letting agencies as well as setting up a profile on rightmove.co.uk (please be aware that some letting agencies may not let to students).
- b. Do some research about ideal property styles and locations.
- c. Most letting agencies and landlords advertise on websites like rightmove.co.uk, zoopla.com or primelocation.com; set up alerts when something fitting the students' brief becomes available.
- d. Take a look at sparerroom.com as this can show students rooms that *may* be cheaper than a house or flat share.
- e. Keep an eye out on Facebook pages.
- f. Search for spare rooms in Stevenage, Hitchin, Letchworth, Baldock, Royston, Biggleswade, or other surrounding areas. Luton and Hatfield are both university towns. Therefore, usually have a surplus offering of student accommodation available to those with access to a car. Students *may* find some lodging accommodation and occasion house shares within this search too.
- g. Read through EDA's Housing Guide for useful information, tips and advice on how to plan, the different options available, where to look, moving in, rental scams and more!

EDA will support their students by:

- a. Advising students and their families of online platforms to search for housing.
- b. Sharing information on the EDA New Starters Facebook Group regarding any private landlords with vacancies that EDA have been made aware of.
- c. Providing a Housing Guide for students and their families to ensure they know all the options available to them and any local knowledge.
- d. Offering a dedicated housing email address for any queries;
accommodation@emildale.co.uk.

EDA are not responsible for finding or agreeing terms for rented accommodation whilst students train at the academy, agreed arrangements are private between the landlord/agency and student/students' family.

EDA will only act as a referral unit with local information/knowledge to aid students' search. It is EDA's aim that all students find accommodation to meet their needs and the academy staff will always do their best to share any local knowledge they have to help students make an informed decision.

5.3 Students looking to live alone

If students are looking to live independently but can't afford to privately rent alone, lodging is an option. The rent for this tends to include the bills and can sometimes be a cheaper option than private rental tenancies. It can also be on a more flexible basis too as opposed to a fixed term contract. In legal terms, the student would be classed as an 'excluded occupier', meaning that they can be evicted from the property easier. Prices for this style of renting can be between £450-£700 a

month, depending on the style of property. (**Please note that this is not a definite, and all financial and tenancy agreements will be made privately by the landlord*).

When renting privately, students will likely be asked to provide a financial guarantor who must be living in the UK. This is usually a parent/guardian who is prepared to pay the rent if the student is unable to.

If a student cannot provide a guarantor, they may be asked for 3 months'+ rent in advance.

If looking to privately rent alone, it is likely that students won't secure a property until the summer, usually July/ August. Here are some recommended actions that could aid student's preparation to ease this process:

- a) Register with local estate and letting agencies as well as setting up a profile on rightmove.co.uk.
- b) Do some research about ideal property styles and locations.
- c) Most letting agencies and landlords advertise on websites like rightmove.co.uk, zoopla.com or primelocation.com; set up alerts when something fitting the students' brief becomes available.
- d) Take a look at sparerroom.com as this can show students rooms that *may* be cheaper than a house or flat share.
- e) Keep an eye out on Facebook pages.
- f) Search for spare rooms in Stevenage, Hitchin, Letchworth, Baldock, Royston, Biggleswade, or other surrounding areas. Students *may* find some lodging accommodation and occasion house shares within this search too.
- g) Read through EDA's Housing Guide for useful information, tips and advice on how to plan, the different options available, where to look, moving in, rental scams and more!

6.0 Information for Hosts

EDA are looking for hosts to house a student or students aged between 16-19 who study full time at EDA.

EDA are a part-private, part government funded college based on Broadway in Letchworth Garden City. EDA train students from ages 16+ in musical theatre disciplines to become professional performers. Students apply to the academy from all over the UK, with many students relocating to the area away from their homes.

Students are hand-picked by the academy and spend up to 35 hours (course dependant) a week at EDA training. EDA have strict behaviour and student conduct policies that are expected to be upheld by students both within and outside of their training hours – this includes their time spent at their host. All students go through a stringent audition process which not only includes reviewing their skills in acting/singing/dance, but also an interview where, as a team, EDA get to know the student and establish whether they have the right attitude to be representing the college.

When searching for the right fit of student for the property that our hosts are able to offer, EDA require the following information when hosts apply:

1. What is the best contact number to reach you on?
2. Are you looking to offer a host family or lodging style of accommodation?

3. At Emil Dale Academy we pride ourselves on providing students with a supportive and inclusive environment in which to grow and train. This extends into home life- would you be happy to host students of any gender?
4. Where is your property located, please include a postcode.
5. We are based on Broadway in Letchworth Garden City - would the student need to use public transport to get to us? If so, are there local bus/rail links nearby?
6. What size is the room (i.e., a single or double, ensuite or shared bathroom)?
7. Are you looking to include anything such as meals, Wi-Fi, washing? (Please note, none of these are essential - if you want the student to feed themselves and do their own washing this is absolutely fine!)
8. Students will most likely return home during college holidays - would you still expect them to pay rent for the room during these periods?
9. Do you have an enhanced DBS certificate dated in the last 2 years? If not, are you willing to undertake these checks?

EDA requires any members of your household over 18 to have an enhanced DBS check, this will need to be paid for by you as the Host and provided in advance of a student moving in. We will be able to facilitate the process of you obtaining this, should you require assistance.

10. Are you offering accommodation for the full week or just weekdays?
11. Please could you suggest what price you're looking to obtain? (Just for guidance-dependending on the size, facilities and support you provide, hosts usually charge between £450 and £700 per month)
12. Please provide some photos of the room(s) that you are looking to rent out.
13. Do you have any pets?
14. Please confirm who is living in your home, including their name, age, and occupation (if under 18, we do not require their name).
15. We may have a number of neurodiverse students who may require further support. Do you have any experience with neurodiversities such as OCD, ADHD, or Autism? ***(This is not a requirement of you as a host, and you will not be required to assist with their learning, simply provide support towards their home and life skills.)***
16. Is there anything else you think we should know?

EDA will search for suitable host houses for students based on the information that the host and the student provide, once they have put students in touch with hosts, it is then the joint responsibility of the student and the host to agree terms and conditions of the living arrangement.

EDA will not be able to facilitate any agreement, this will be done privately between the parties, the college will stand as a referral unit only.

EDA require any members of a host's household over 18 to have has an Enhanced DBS check within the last 2 years. If any members of the host's household need an Enhanced DBS obtaining, this will need to be paid for by the host and provided in advance of a student moving. EDA will be able to facilitate the process of the host obtaining this, should they require assistance.

EDA receive requests from students who require a host by 1st June, at this point the team will start to make contact with hosts who have applied, to home students for the start of the Autumn term in September. Prices paid for host housing usually range between £450-£700 per month depending on what hosts provide and their location, however this is the host's choice and is to be privately agreed with the student and their family.

EDA have a document with frequently asked questions in the appendix to provide hosts and potential host applicants with further support and information.

EDA ask that all Host matches are made through the referral service offered. This ensures that EDA can confirm that all necessary checks are in place for Hosts, and also ensures that students with any protected characteristics/vulnerabilities can be matched thoroughly and safely. EDA may also be aware of information regarding either party that cannot be disclosed due to GDPR regulations, but may contribute to the decision-making process of matching. If this is not followed and a Host makes a private agreement with a student without EDA's inclusion/knowledge, they will be removed from the Host list and any agreement made between themselves and a student will be considered private and EDA will not be responsible for anything that occurs during this private agreement.

Document Review

Version Number	Date of Issue	Review Date	Author	Changes Made/ detail
1	17 th August 2021	August 2022	Charlotte Oliver	First issue
2	22 nd April 2022	April 2023	Eden Tinsey	DBS rules for Host Family members has been changed.
3	20 th July 2022	July 2023	Eden Tinsey	Annual review and update of policy.
4	9 th November 2022	July 2023	Melissa Joseph	Review and update of policy.
5	21 st June 2023	July 2024	Eden Tinsey	Annual policy review and update.
6	4 th June 2024	June 2025	Katherine Dodds, Melissa Joseph and Eden Tinsey	Annual policy review and update. Change of Policy name.

7.0 List of appendices

1. Accommodation Information for Landlords/Hosts with Rooms/ Flats/ Houses to Rent.
2. An example of a Room Rental Agreement between Landlords and Students when they share the same house (Lodging)

8.0 Appendix 1

8.1 Emil Dale Academy – Accommodation information for Landlords/Hosts with Rooms/ Flats/ Houses to Rent

Thank you for getting in touch regarding hosting an Emil Dale Academy student this academic year 2024 - 2025.

We are a private college based on Broadway in Letchworth Garden City, training students from ages 16+ in musical theatre disciplines to become professional performers.

We have students that apply to us from all over the UK. With many students relocating to the area, we are seeking hosts / landlords to offer housing for our students to live in.

Firstly, it is important to stress that we hand pick our students who spend up to 35 hours a week (course dependant) with us – we do not want to work with undisciplined or badly-behaved people, and as such you can rest assured that we would expect them to maintain that behaviour and discipline when living away from their own homes/families in your property. The students go through a stringent audition process which not only includes reviewing their skills in acting/singing/dance, but also an interview where we, as a team, get to know the student and establish whether they have the right attitude to be representing our college.

Below we have some FAQ's which may answer any initial questions and address any initial concerns you may have about hosting any of our students:

8.1.1 What age are the students?

The majority of students looking for accommodation are aged between 16 – 19.

8.1.2 Do most of your students stay around at the weekends?

This really does depend on the student(s) and how far away “home” is – if their home is just over a daily commutable distance they may choose to go home at weekends. However, we would assume that the majority of students would need to stay at weekends.

8.1.3 Do they have a code of behaviour that is expected of them?

Yes. We audition all of our students, including an interview round, and train them for up to 35 hours a week (course dependant) on how to grow as a professional and as a person. Discipline, professionalism and politeness are critical in the expected behaviour of students. Students must adhere to a code on conduct to successfully maintain their place at EDA. We encourage hosts to create their own behavioural agreement between themselves and their student.

8.1.4 Could I meet them beforehand?

It is very likely any student would want to come and meet you prior to starting the course and therefore moving in - however, this may not always be possible. This will need to be discussed between yourselves and your prospective student.

8.1.5 What if we don't get along?

You can put a clause in your tenancy agreement that any bad behaviour has a notice period of asking them to leave. Usually, people put 1 month and give written notice to ask a student to leave the property. We can provide a sample tenancy agreement so you can add/remove/amend the clauses and add as much detail as you like. For example, you could go down to the detail of saying "You

cannot use the washing machine after 9pm" if you wanted to - you can be as specific as you want, it is your home.

8.1.6 I don't want lots of other people coming round, would that be a problem?

No not a problem at all - we would expect the student to ask your permission if they wanted to have someone visit them.

8.1.7 How do they get on your course / is it fee paying?

As briefly mentioned above, they do indeed have to audition for us – auditionees take part in 4 rounds - acting, singing, dancing and an interview. All courses are either fully or part-private, so they do pay a fee.

8.1.8 How long are the terms and therefore how long will they be with us in the year?

Our term dates for the academic year are:

Term 1

23rd Sep – 13th Dec 2024

Half term w/c 28th Oct & 4th Nov

(Degree 3 Half term only w/c 28th Oct)

Term 2

6th Jan – 4th April 2025

Half Term w/c 17th Feb & w/c 24th Feb

(Degree 3 half term only w/c 17th Feb)

Term 3

22nd April – 4th July 2025

Bank Holiday Monday 21st April

Bank Holiday Monday 5th May

Half Term w/c 26th May

8.1.9 How much do people normally charge?

It does depend on the room you have available and what you would include (i.e. cooked meals or washing) - the going rate would be between £450-£700 per month which normally includes the room / use of a bathroom, use of cooking facilities, provision of some sort of breakfast (usually tea/toast/ cereal), use of washing facilities and Wi-Fi. Also please consider if they need to travel to Letchworth (if you are not in Letchworth), as obviously, this is an additional cost.

You can also specify if you want the student to be restricted to certain rooms of the house through your tenancy agreement i.e. if you do not want them to use the living room.

You can also make specific arrangements with the student if you want to/ they want you to provide certain things i.e. if you want to provide dinner or if you want to provide a TV.

8.1.10 Do the students pay when they are not there?

Generally, in host accommodation, people do not charge for the room if the student is not there. This is, however, for you to decide.

In flats/house shares, the tenant is usually expected to pay for a standard term (6 or 12 months for example).

8.1.11 Do you have any students that require additional assistance?

We have some students who may require some additional learning support and/or social considerations due to neurodiverse traits. Our courses in general are very social, therefore we would have no qualms about those students living with a host or in a flat share.

8.1.12 What is Emil Dale Academy's involvement in the tenancy?

Emil Dale Academy act as introductory unit between students and hosts. The student will pay rent directly to you (no financial elements of the tenancy are negotiated by Emil Dale Academy).

Please note, Emil Dale Academy will not get involved in any financial agreements or disagreements and are not responsible for paying a landlord – this is purely between the tenant and landlord.

8.1.13 Do I have to wash their clothes/ clean/ look after their room?

You do not have to wash their clothes unless you want to – they can do this themselves.

Generally, we would expect the student to look after his/her/their own room and therefore be responsible for cleaning it. However, if you feel you would like to clean the room once a week yourself then you can specify that in the tenancy agreement.

You can also specify things like not having food in their room (providing you can give a place elsewhere for them to eat in the house) or that you would like them to clean their room once a week.

8.1.14 I don't have a DBS check – is that a problem?

If a student is placed with you, anyone over the age of 18 in your household will be required to have an Enhanced DBS check that has taken place in the last 2 years. EDA can assist you in obtaining DBS checks if this is necessary.

8.1.15 Do I have to give them a key/ is there a curfew?

The students do long hours at the Emil Dale Academy – they need to sign in by 7.45am-9am and will generally finish at 5pm. However, in show terms they will not finish until late (at earliest 10pm). Also, as young people they may choose to go out with friends at weekends – this will be up to you to determine if there is a curfew. Similarly, we would expect them to have a key to the property so if, for example, they leave something at home, they can pop home to get it and not need you to be at home.

8.1.16 Do they need a parking space?

Some students do drive so may require a place to park – this doesn't necessarily have to be on your drive. It will depend on the student and your agreement with them.

Importantly, our students will be living in your property, so you make the rules!

9.0 APPENDIX 2

ROOM RENTAL AGREEMENT EXAMPLE

This is a legally binding agreement. It is intended to promote household harmony by clarifying the expectations and responsibilities of the homeowner (Landlord) and tenant when they share the same home. The Landlord shall provide a copy of this executed document to the tenant, as required by law.

Room Located at:

_____ (Address)

Parties

Owner

Tenants

Terms

Length of Agreement: Month-to-Month

Either party may cancel or change terms of this agreement upon thirty (30) days WRITTEN notice. The written notice period may be lengthened or shortened by WRITTEN agreement.

Rent

£100 is payable weekly on Friday, or alternatively payment can be made monthly on the last working day of the month. When the tenant is not living in the property, a holding rent of £50 per week is chargeable. Rent does include utilities (Electricity, Water/Waste, Internet).

Household Rules

Cleaning

Common Areas- Everyone is to clean up after themselves in common areas.

Personal rooms- Should be clean and carpet vacuumed out at least once a month, no food or food wrappers/rubbish is to be kept in rooms at all.

Bathrooms- Should be cleaned out after each use and when needed.

Kitchen- Should be cleaned after cooking. All dishes and cookware should be cleaned after used and left to dry, then to be put up in proper area.

Dishwasher- If used, dishes should be rinsed off before putting in and when full needs to be turned on. When dishes are dry, they need to be put back up.

Cleaning Supplies- Purchased by tenant (Bathroom cleaning supplies, dishwasher soap, laundry detergent).

Guests

Only with express permission from Landlord.

Smoking

Cigarettes or any other type of smoking is not permitted at all in the property. If smoking outside, all cigarette butts need to be properly disposed of in a bin.

Alcohol Use

Alcohol may only be consumed by those the age of 18 and older, and only in a responsible manner.

Drug Use

Any type of illegal Drug is not to be brought around or used in the property. Any violation of this rule and the Authorities will be contacted, and tenant will be evicted without notice.

Music/TV

Noise should not be loud enough to bother anyone in the property or for the sound to travel out of the room with the door shut. If it does, when asked to turn down the first time should be done immediately and not raised again.

Pets

No pets are allowed in the property whatsoever.

Parking

Parking is available on the street outside of the property.

Conflict Resolution

Each housemate will strive to develop mutual cooperation and good feelings with the host. Should disagreements arise, each shall try to resolve the dispute in good faith using clear communication. If disputes continue thereafter, the housemates will discuss with Landlord and come to a conclusion with the Landlord's decision.

Privacy

As required by law, the landlord may enter the tenant’s room only for the following reasons: (a) in case of emergency; (b) to make necessary or agreed-upon repairs, improvements, supply necessary agreed upon services, or exhibit dwelling unit to prospective or actual purchasers, mortgages, tenants, workers, or contractors; (c) when the tenant has abandoned or surrendered the premises; (d) pursuant to court order; (e) or to inspect living area of tenant to make sure all rules are being followed.

Pre-Move In Inspection of room and Bathroom Notes

Agreement

This agreement is entered on this _____ day of _____, 20____

Landlord (print) Tenant (Print)

Landlord Signature Tenant Signature