



ANDIUM
HOMES

TENANCY AGREEMENT



This is Easy to Read information.







This Easy to Read tenancy agreement is from Andium Homes.



ACE Communication helped to put this Easy to Read information together. Experts by Experience helped with this information.



Part 1: Landlord and Tenant

	<p>The Landlord: Andium Homes Limited 33-35 Don Street, St Helier, Jersey.</p>
	<p>The Tenant:</p>
	<p>This is called a tenancy agreement. It is between your Landlord, Andium Homes Limited, and the Tenant, which is you.</p>
	<p>It is a very important document. It tells you about the law and about rights and responsibilities.</p>

Part 2: Your Home



You agree to rent your home from Andium Homes.



This will be your home and address:



There is a condition report with this tenancy agreement.



This condition report gives you information about your home at the date of this tenancy agreement.
Condition means what your home is like and the order it is in.

Part 3: Dates for the Tenancy Agreement



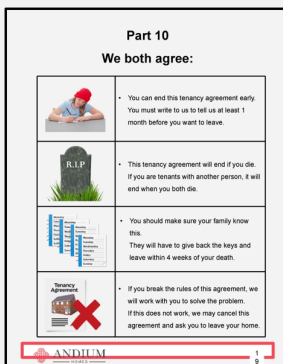
This tenancy agreement will start on:



This tenancy agreement will finish on:

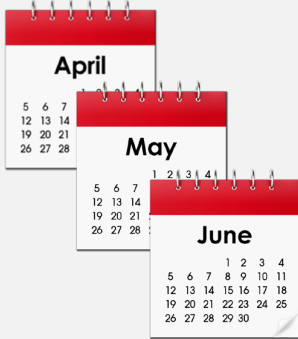


The tenancy agreement will last for 2 years.



It will last for 2 years unless one of the things in Part 10 of this tenancy agreement happens. You can read Part 10 on page 19.

Part 4: Renewing the Tenancy Agreement



We will talk to you at least 3 months before this tenancy agreement finishes.



We will ask you about the tenancy agreement and if you want to renew it.



Renew means to sign up to it again.



If we both agree, we will renew it.

Part 5: Paying your Rent



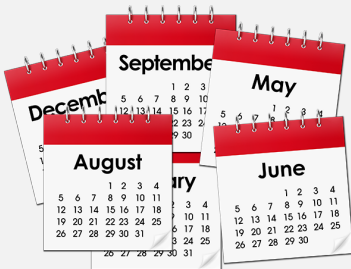
You are agreeing to pay money to live in your home.

123456

Your rent account number is:




You will need to pay rent and other charges.



You will need to pay these charges every month.

Your Charges

	<p>Target Rent:</p> <p>£</p>
	<p>Water:</p> <p>£</p>
	<p>GST water:</p> <p>£</p>
	<p>Total amount:</p> <p>£</p>

Part 6

As your Landlord, Andium Homes will:

 A collection of British currency including a £10 note, a £20 note, a £5 note, and several coins.	<ul style="list-style-type: none">• Pay the Parish owners rates for your home. This is money that people who own a home have to pay.
 A photograph of a two-story brick house with a white door and windows, enclosed within a red circular border.	<ul style="list-style-type: none">• Insure your home from fire or damage. We will not insure your personal things.
 A plumber in a blue uniform and cap is kneeling on a tiled floor, using a long-handled tool to work on a pipe in a brick wall.	<ul style="list-style-type: none">• Do repairs to your home if they are needed. We will not repair things that you, your family, or visitors damage.
 An electrician in a white hard hat and a high-visibility yellow vest is kneeling on a wooden floor, working on a wall-mounted electrical panel.	<ul style="list-style-type: none">• Make sure the heating, plumbing, and electrics at your home work.



- Tell you if we are going to do repairs and give you notice, unless it is an emergency.



- Clean and repair any areas that you share with your neighbours.



- Have car parking spaces where we can.



- Respect your right to live in your home as long as you keep to this tenancy agreement. Think about renewing your tenancy agreement as long as you keep to it.

Part 7

Things the Tenant must do:



- Pay the rent on time.
If you do not pay on time, you may have to pay extra charges.



- Pay for all services to your home, for example, water or electricity.



- Pay the Parish occupier rates.
This is money that people living in a home have to pay.



- Insure your own things in your home, including glass in the windows.



- Tell us straight away about repairs that need doing in your home.
This means we can fix them before they get worse.



- Let us into your home to do repairs or checks.



- Look after and repair anything that you put into your home.



- Repair or replace anything belonging to us that you, your family, or visitors damage.
If not, we can do the repair and charge you.



- Keep your home clean and tidy.



- Look after the keys to your home.
You will have to pay for new keys or locks if you lose them.



- Clean the windows inside and outside your home.



- If your home has a garden, keep it tidy and mow the lawn.



- Only you and your family should live in your home.



- Be a good neighbour.



- Follow the rules of the building, estate, or neighbourhood you live in.



- Put your rubbish in the bins.



- Follow the tenancy agreement that you have signed.



- When you move out of your house, leave it clean, tidy, and decorated in plain colours. Take all of your things with you.



- Give us back all keys to your home before the end of this tenancy agreement.

Part 8

Things the tenant must not do:



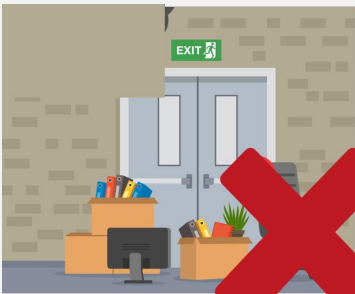
- Do not damage your home, the shared areas, building, estate, or neighbourhood.




- Do not take any of our things out of your home.
For example, furniture, doors, carpets.



- Do not do any electrical, plumbing, or building work at your home.
Do not drill holes in the walls or windows or fix anything to the outside of your home.



- Do not put anything in a shared area which is not safe or gets in other people's way.

	<ul style="list-style-type: none">• Do not put down hard flooring, such as wood or laminate floorboards, unless your home is a house or a ground floor flat.
	<ul style="list-style-type: none">• Do not be a nuisance to your neighbours or us. Do not let your family or visitors be a nuisance.
	<ul style="list-style-type: none">• Do not use your home for anything that is against the law.
	<ul style="list-style-type: none">• Do not leave your home and let anyone else live there.

Part 9

As the Tenant, you can:



- Make small changes to the inside of your home, for example, decorating.



- Have pets at your home.
You need to agree this with us.
We will send you a letter to say we agree.
Your pets must not be a nuisance.

Part 10

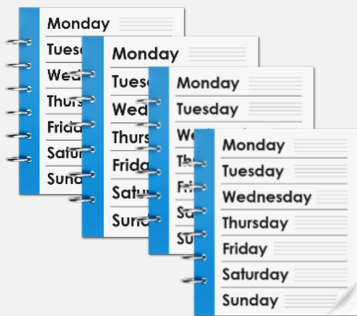
We both agree:



- You can end this tenancy agreement early. You must write to us to tell us at least 1 month before you want to leave.



- This tenancy agreement will end if you die. If you are tenants with another person, it will end when you both die.



- You should make sure your family know this. They will have to give back the keys and leave within 4 weeks of your death.



- If you break the rules of this agreement, we will work with you to solve the problem. If this does not work, we may cancel this agreement and ask you to leave your home.

Part 11

We both agree:

	<ul style="list-style-type: none">• You can take down anything that you have fixed to your home. You should repair any damage that happens when you do this.
	<ul style="list-style-type: none">• If you ask for our agreement to do something in your home, we will do our best to answer you quickly. We will only stop you for a good reason.
	<ul style="list-style-type: none">• There are certain things for your home which you do not have to buy. These are called fixtures, for example, cupboards or doors.
	<ul style="list-style-type: none">• You do not have to pay extra payments or key money for your home.

Part 11

We both agree:


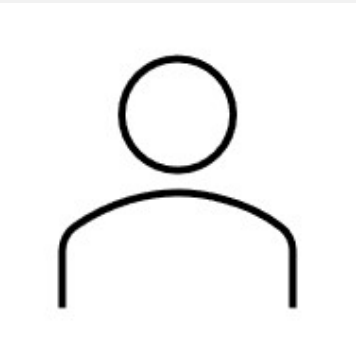

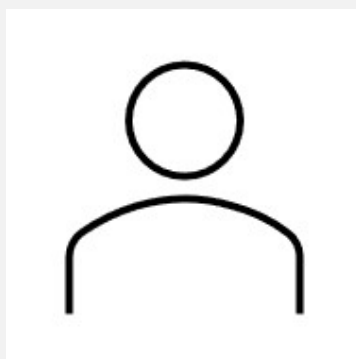


- You will have at least 1 day to read this tenancy agreement.



- You will get a copy of our Privacy Notice. This explains how we manage your personal information and how we follow the law.

Signatures:

	Signed by for and on behalf of ANDIUM HOMES LIMITED, on
	In the presence of:
	Signed by on
	In the presence of:

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and any other financial activity.

The second part of the document provides a detailed breakdown of the accounting process. It starts with the identification of the accounting cycle, which consists of eight steps: identifying the accounting cycle, analyzing and journalizing the transactions, posting to the ledger, determining debits and credits, preparing a trial balance, adjusting the entries, preparing financial statements, and closing the books.

The third part of the document discusses the various types of accounts used in accounting. It categorizes them into assets, liabilities, equity, revenue, and expense accounts. Each type of account has a specific normal balance and is used to record different types of transactions.

The fourth part of the document covers the preparation of financial statements. It explains how to use the trial balance to prepare the income statement, balance sheet, and statement of owner's equity. It also discusses the importance of comparing these statements to the previous period to identify trends and changes.

The fifth part of the document discusses the closing process. It explains how to close the temporary accounts (revenue, expense, and owner's drawing) to the permanent accounts (assets, liabilities, and equity) at the end of the accounting period. This process ensures that the permanent accounts start the next period with the correct balances.

The sixth part of the document discusses the importance of internal controls. It explains how to design and implement controls to prevent errors and fraud. This includes separating duties, requiring authorization, and maintaining proper documentation.

The seventh part of the document discusses the importance of ethics in accounting. It explains how accountants should adhere to a code of ethics and maintain objectivity and integrity in their work. It also discusses the consequences of unethical behavior, such as the loss of professional status and legal action.

The eighth part of the document discusses the importance of communication in accounting. It explains how accountants should communicate effectively with their clients and colleagues. This includes providing clear and concise information and being open to feedback.

The ninth part of the document discusses the importance of technology in accounting. It explains how accounting software can be used to streamline the accounting process and reduce the risk of errors. It also discusses the importance of staying up-to-date on the latest technology and software.

The tenth part of the document discusses the importance of continuous learning in accounting. It explains how accountants should stay up-to-date on the latest accounting standards and regulations. This includes attending seminars, conferences, and taking courses.