

Supplemental Agreement

This Agreement is supplemental to an Agreement (the Principal Agreement) dated (15 January 2020) between the Landlord and Tenant (the Parties)

1. SUPPLEMENTAL AGREEMENT DATE:

2. LANDLORD:

Sussex Masonic Housing Society Ltd of 5 Hadrian Avenue Southwick Brighton West Sussex BN42 4LJ

3. TENANT:

Jeanie Kinsler of Flat 3 The Old Rectory Vicarage Lane Bognor Regis PO22 7EA

4. THE PROPERTY:

Flat 3 The Old Rectory Vicarage Lane Bognor Regis PO22 7EA

5. WHEREAS:

5.1 The Parties desire to extend the term of the Principal Agreement in respect of the Property.

5.2 The terms and conditions of the extended period shall be the same as in the Principal Agreement except as amended by this Agreement.

6. IT IS HEREBY AGREED:

6.1 The term of the Principal Agreement shall be extended for a further period expiring on the 13th January 2024.

6.2 The rental for such extended period shall be the rent of £610.00 per calendar month.

6.3 Payable in advance by cleared funds by one standing order mandate on or before day 15 of each month.

6.4 Payable to Leaders (the Landlord's Agent) of Crowthorne House, Nine Mile Ride, Wokingham, RG40 3GZ

6.5 Bank Account details: Account number 39542084, National Westminster Bank Plc
Sort Code: 600001

Individually and specially negotiated clauses

These listed additional clauses, as detailed below, should be read as incorporated in the Tenancy Agreement:

1. GENERAL DATA PROTECTION REGULATION (GDPR)

- 1.1 Information supplied by the Landlord and the Tenant will be held in accordance with the General Data Protection Regulation (EU 2016/679) (GDPR) and any UK national implementing laws and / or any UK legislation, secondary legislation, or regulations as may be implemented, amended or updated from time to time ("Data Protection Laws"). This information may be used or shared with utility providers, utility notifiers, local authorities, and credit reference providers for account administration, including debt tracing and collection, credit, insurance and rental decisions, legal advisers, contractors, any other interested third party, HMRC or any person investigating a crime. The Landlord's Agent may in certain circumstances, record special categories of data, as defined in the GDPR. Any party is entitled to ask for a copy of any information held. Information may be amended, upon request, if it is found to be incorrect.
- 1.2 Information supplied by the Landlord or the Tenant to the Landlord's Agent will be processed in accordance with the Landlord's Agent's Privacy Policy available at www.leaders.co.uk/privacy-policy
- 1.3 Personal data may be held outside the EEA
- 1.4 This clause replaces the relevant Data Protection Clause in the Tenancy Agreement.

2. BREAK CLAUSE – NOTWITHSTANDING THE TERM OF THIS TENANCY

- 2.1. The **Landlord** shall be entitled to serve upon the Tenant Statutory Notice of not less than **two** calendar months pursuant to Section 21 of the Housing Act 1988 to break this tenancy. Such Notice:
 - 2.1.1. Shall not expire before the end of the **twelfth** month of the term.
 - 2.1.2. Shall be given to expire on the last day of a period of the Tenancy and be served in writing.
 - 2.1.3. Shall be served in accordance with the Terms of the Tenancy Agreement.
- 2.2. The **Tenant** shall be entitled to terminate this Tenancy by giving not less than **two** calendar months' notice to break this tenancy provided that such Notice:
 - 2.2.1. Shall not expire before the end of the **twelfth** month of the term.
 - 2.2.2. Will expire on the last day of a period of the Tenancy and shall be served in writing.
 - 2.2.3. Shall be served in accordance with the Terms of the Tenancy Agreement.
- 2.3. The Tenant acknowledges that should a Notice of termination be issued, such Notice cannot be rescinded.

3. SERVICE OF NOTICES

Any notice to the Landlord sent under or in connection with this Agreement shall be deemed to have been properly served if:

- 3.2 sent by first class post to the Landlord's Agent's address given in this Agreement or subsequently varied in writing or
- 3.3 left at the Landlord's Agent's address given in this Agreement or subsequently varied in writing or
- 3.4 sent to the Landlord's Agent's email address stated in this Agreement or otherwise provided to the Tenant by the Landlord or the Landlord's Agent.

4. Any notice sent to the Tenant under or in connection with this Agreement shall be deemed to have been properly served if:
- 4.2 sent by first class post to the Property;
 - 4.3 left at the Property; or
 - 4.4 sent to the Tenant's email address stated in this Agreement or otherwise provided to the Landlord or the Landlord's Agent.
- 4.5 If notice is given in accordance with this clause it shall be deemed to have been received:
- 4.5.1 if delivered by hand, at the time the notice is left at the property address;
 - 4.5.2 if sent by first class post, on the second Working Day after posting;
 - 4.5.3 if sent by fax, at 9.00 am on the next Working Day after successful transmission; or
 - 4.5.4 if sent by email, at 9.00 am on the next Working Day after sending provided that such is sent to the recipients correct and current email address and there is within 12 hours no rejection of such email or "bounce back" has been received.

5. ELECTRICAL REGULATIONS (Not Applicable to Welsh Properties)

- 5.1 The Tenant will be provided with an Electrical Installation Condition Report (EICR).
- 5.2 The Tenant acknowledges and accepts that additional electrical safety work may be required.
- 5.3 The Landlord and Tenant acknowledge and accept the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 require these works to be carried out within 28 days of the report or as stated on the Electrical Installation Condition Report (EICR).
- 5.4 The Tenant will allow access to the Landlord or the Landlord's Agent's contractor to attend to complete the necessary works. Access for the works will be arranged with the Tenant and 48 hours' notice will be provided.
- 5.5 The Landlord agrees that any workmen or contractor involved in these works will at all times act reasonably and responsibly by protecting the work area, remove or carefully store tools and equipment used, remove any rubbish and leave the Premises tidy at the end of the day.
- 5.6 The Tenant agrees that no compensation sums will be made with respect to the works detailed above.

Variation of Contract

OUR FEES EXPLAINED

In the terms set out in your existing tenancy agreement certain fees may become due and payable at various times. These fees may well include charges if, for example, your rent is paid late, there is a breach of your tenancy agreement or in certain circumstances. Full details of our current fee scale can be found at <http://www.Leaders.co.uk> and are listed below:

TENANT FEES SCHEDULE (Fees apply to Property in England and Wales unless otherwise stated below)

Holding Deposit

One week's rent. This is to reserve a property. Please Note: This will be withheld if any Relevant person (including guarantor(s) withdraw from the tenancy, fail a Right-to-Rent* check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other deadline as mutually agreed in writing).
(*Right to Rent Check not applicable for Welsh properties)

Security Deposit (per tenancy. Rent under £50,000 per year)

Five week's rent.*
This covers damages or defaults on the part of the tenant during the tenancy.

Security Deposit (per tenancy. Rent of £50,000 or over per year)

Six week's rent.*
This covers damages or defaults on the part of the tenant during the tenancy.

*If you wish to have pets at the property, a higher deposit may be required. Please contact the branch for details. (WALES ONLY)

Unpaid Rent (England)

Interest at 3% above the Bank of England Base Rate from 14 days after the Rent Due date until paid in full.

Rent Arrears/Returned Payments (Wales)

£20.00 (inc VAT) per letter, telephone call or email plus interest at 3% above the Bank of England Base Rate from the Due Date until paid on any outstanding sums in order to cover the agent's costs associated with chasing unpaid rent.

Lost Key(s) or other Security Device(s)

Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord and any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s).

Variation of Contract (Tenant's Request) (England)

£50 (inc VAT) per agreed variation) To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.

Change of Sharer (Tenant's Request) (England)

£50 (inc VAT) To cover the costs associated with taking landlords instructions, new tenant referencing and Right-to Rent checks, deposit registration as well as the preparation and execution of new legal documents.

Early Termination (Tenant's Request)

Should the Landlord and Tenant agree that the Tenant may leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the Tenancy. In consideration of our continuing to manage the property you agree to pay those fees to us on request.

Supplemental Agreement Signature Page

Read this document carefully and thoroughly. Once signed and dated this Tenancy Agreement will be legally binding and may be enforced by a Court. If you are in any doubt about the content of this Tenancy Agreement, we recommend that you seek independent legal advice before signing.

LANDLORD(S)

Sussex Masonic Housing Society Ltd

Signature (John Ware as an authorised signatory for and on behalf of the landlord)	
Print name	

TENANT(s)

Jeanie Kinsler

Signature (Tenant 1)	
Print name	