

MEMORANDUM OF PROPOSAL

SHORTHOLD TENANCY

1. Name and address of the Landlord
2. Name and address of the Tenant
3. Property: <<Address & Description>>
4. Local authority area: << >>
5. Terms of the proposed assignment:
 - 5.1 Start date: << >>
 - 5.2 Expiry date: << >>
 - 5.3 Break date (if any): << >>
 - 5.4 Weekly/monthly rent: << >>
6. Deposit required: £<< >>
7. Guarantor required? <<Yes/No>>
8. Additional sums payable by Tenant: << >>
9. Any third party consents required: << >>
10. Draft tenancy agreement attached: << >>
11. Other information: << >>

agreement:

address of Guarantor: << >>

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