

**DRAFT Digs Licence to Reside**

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(the "LICENSOR")

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(the "LICENSEE")

The conditions of this agreement are applicable to the accommodation let to the LICENSEE by the LICENSOR at

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(ADDRESS OF PREMISES)

during the occupancy period

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(i.e. MONTHS FROM SPECIFIED COMMENCEMENT DATE, SPECIFY IF TERM TIME ONLY/IF MON-FRI ONLY etc.)

**Definitions**

"Accommodation" refers to the bedroom assigned to the LICENSEE and their personal or shared bathroom.

"Common areas" refer to the kitchen, utility room, hallways and staircases leading to the accommodation, and any shared sitting rooms.

"Premises" refer to the entire home of the LICENSOR.

"Written/in writing" refer to communication recorded in any medium, the information contained in which is accessible so as to be usable for subsequent reference.

**1. Assignment of Licence to Reside**

This licence is personal to the above named LICENSEE and may not be assigned to, sublicensed to or otherwise dealt with by any other individual without the written consent of the above named LICENSOR.

**2. Revocation of Licence to Reside**

This licence may be revoked by 5 days notice, to be delivered, in writing, to the LICENSEE by hand for the following reasons:

- a. Gross or continual misconduct in relation to the conditions of this agreement as laid out below
- b. Actions or omissions which seriously endanger the health, safety or security of fellow residents
- c. Being in excess of \_\_\_\_ weeks/months licence fee payment

### **3. Responsibilities and Conditions of Occupancy**

#### **3.1. The LICENSOR will:**

- a. Provide the licensee with keys/codes necessary for access to the premises and their accommodation.
- b. Ensure that the licensee is the sole occupier of the designated accommodation, and that their right to privacy is upheld.
  - i. The LICENSOR will not enter the accommodation of the LICENSEE without prior agreement except for in the case of an emergency.
- c. Provide meals/access to kitchen storage and cooking facilities.
  - i. If meals are not covered by the licence fee, then the LICENSEE will have access to the kitchen area for at least two hours in the evening, and half an hour in the morning, in order to prepare their own meals.
- d. Provide access to laundry facilities, including washer and drying facilities.
- e. Provide access to common areas in the dwelling such as the sitting room, shared bathrooms and hallways.
- f. Provide a completed inventory to the licensee upon moving in detailing the contents of the room in the schedule of this agreement.
- g. Where circumstances beyond the Licensor's control necessitate the premature termination of the licence, deliver written notice to the licensee should the license be revoked before the end of the licence period.
  - i. Such notice will be given at least two weeks in advance of eviction.
  - ii. Such notice must be delivered by hand, and clearly include the reasons for revocation of the licence.
- h. Refund deposit on termination of the licence.
  - . The deposit of \_\_\_\_ EURO will be returned to the LICENSEE by the LICENSOR via bank transfer/cheque/cash provided that the accommodation is left in the condition it was found, bar normal wear and tear due to ordinary and responsible use of the dwelling.
- i. The licence fee will not be reviewed during the above agreed occupancy period
  - i. In the case of a request made by the LICENSEE to extend the occupancy period, licence fee may be reviewed by the LICENSOR.

#### **3.2. The LICENSEE will:**

- a. Ensure timely licence fee payment
  - i. The LICENSEE will ensure the completion of payment of weekly/monthly licence fee of \_\_\_\_\_ EURO to the licensor via the agreed payment method bank transfer to an agreed account/cash/cheque by \_\_\_\_\_ of each week/month, to include heat, electricity, and internet bills.
- b. Maintain cleanliness and hygiene standards

- i. The LICENSEE is solely responsible for maintenance of their accommodation. In a case where their bathroom facility is shared, the licensee is jointly responsible for cleanliness and hygiene.
- c. Submit an extended occupancy request in advance
  - i. Should the licensee wish to extend their occupancy beyond the terms outlined above (i.e. exam periods/holidays/weekends) a request should be made in advance for approval from the LICENSOR
- d. Actively ensure the security of the premises
  - i. The LICENSEE will agree to being joint keyholder to the premises with the licensor and any other residents only.
  - ii. The LICENSEE will ensure all windows and doors are locked upon vacating the premises.
  - iii. The LICENSEE will report any instance of a missing/lost key or entry fobs to the LICENSOR immediately.
  - iv. The LICENSEE will not share gate keypad codes or alarm codes with third parties without prior agreement with the LICENSOR
- e. Notify of early termination
  - i. In the event of early termination of the licence by the LICENSEE, the LICENSEE will deliver 2 \_\_\_\_\_ weeks written notice to the LICENSOR by hand

**3.3 The LICENSEE undertakes not to:**

- a. Damage, remove or alter furniture and fittings.
  - i. The LICENSEE will be responsible for repair or replacement costs of any damage caused to the furniture or fixtures of their accommodation during the licence period.
- b. Engage in any activity which may serve as a fire risk.
  - i. The LICENSEE will not smoke in their accommodation or on the premises.
- c. Have guests in their accommodation or on the premises.
  - i. In cases where they are necessary, the LICENSEE will not overload extension leads.
- d. Have guests in their accommodation or on the premises.
  - i. If the LICENSEE wishes to have a guest overnight this must be approved in writing by the LICENSOR and the LICENSOR has the right to refuse.
- e. Store or use any illegal or dangerous substances in their accommodation or on the premises.
- f. Engage in illegal or antisocial activity in their accommodation or on the premises.
- f. Keep, for any length of time, any animal/pet in their accommodation or on the premises.

**3.4 The LICENSEE may:**

- a. Enjoy common areas in the dwelling peaceably, but may not do or allow any activity which may cause damage beyond normal wear and tear due to ordinary and responsible use.
- b. Enjoy the garden peaceably, but may not do or allow any activity which may damage the garden in any way

**4 Insurance**

The LICENSEE is responsible for acquiring contents insurance pertaining to personal property, the LICENSOR assumes no liability for such losses.

**Signatures**

LICENSOR \_\_\_\_\_  
DATE \_\_\_\_\_

LICENSEE \_\_\_\_\_  
DATE \_\_\_\_\_

A signed copy of this agreement should be retained by both the LICENSOR and the LICENSEE.

## **SCHEDULE**

### **INVENTORY OF ROOM CONTENTS**

<b>Item</b>	<b>Model/Details</b>	<b>Condition</b>	<b>Qty</b>
Bed			
Chair			
Bedside table			
Reading lamp			
Wardrobe			
Dressing table			