

# Understanding a rental contract

COMMUNICATION

LEVEL  
Intermediate

NUMBER  
EN\_BE\_2642X

LANGUAGE  
English





## Goals

- Can read and understand a simple rental contract.
- Can ask someone to clarify or change something for me.







## Preview and warm-up

In this lesson, you are going to learn about how to **understand a rental contract**.



**Rental agreements** use formal, legal language.



## Rental agreement example

1. **Parties:** The parties in this agreement are *Amanda Clark* hereinafter "the Landlady" and *Albert Williams* hereinafter "the Tenant".
2. **Property:** The Landlady hereby lets the following property to the Tenant for the terms of this Agreement at *21 Gladstone Avenue, Milford*.
3. **Term:** The term of this agreement shall be for six months, beginning on *May 1<sup>st</sup>, 2011* and ending on *November 1<sup>st</sup>, 2011*.
4. **Rent:** The total rent for the above property shall be *£3000*, to be paid in monthly amounts of *£500*, due on the first day of each month.





## Rental agreement example

5. **Utilities:** The Landlady agrees to pay for the following utilities: garbage removal, water. Tenant agrees to pay for the following utilities: electricity, gas, hot water, internet.
6. **Damage deposit:** The Tenant shall deposit £500 with the Landlady to be held as a damage deposit. The deposit will be returned in full, when this lease expires if, after inspection by the Landlady, the premises are in good condition and Tenant owes no back rent.
7. **Tenant** shall not lease or sublease the premises without the written consent of the Landlady.
8. **Landlady** agrees to regularly maintain the building and the grounds.

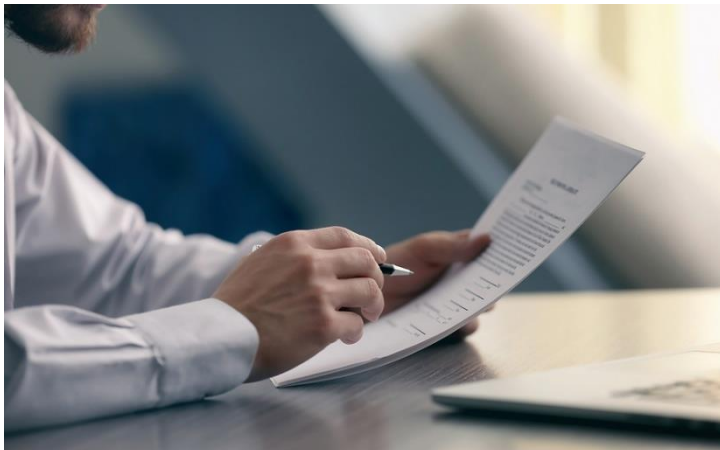




## New words

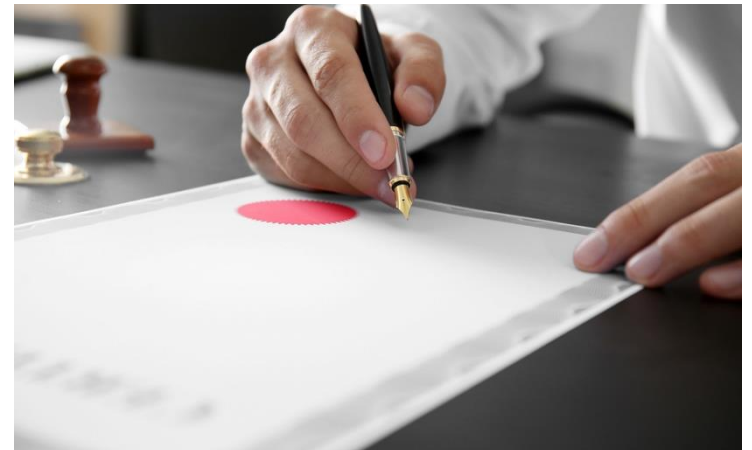
**hereinafter**

Means later in this agreement and is used in legal documents.



**hereby**

Emphasises that something in an agreement is official.





## New words

**parties**

The people or group involved in the agreement.

**to agree to**

To accept someone's offer.

**terms**

A period of time that the agreement lasts.

**to let**

To allow someone to rent a room or property.

**beginning on**

Starting from a date.

**ending on**

Finishing on a date.





## Fill in the gaps

Fill in the gaps with the words from the box.

1. The \_\_\_\_\_ to the agreement are Jane Moore hereinafter called the Landlady and Kate Davies hereinafter called Tenant.
2. The \_\_\_\_\_ of this agreement shall be for six months.
3. This agreement shall be for two years, \_\_\_\_\_ 15<sup>th</sup> January 2015 and \_\_\_\_\_ 15<sup>th</sup> January 2017.
4. Landlord hereby \_\_\_\_\_ the following property to Tenant.
5. The Tenant also \_\_\_\_\_ keep the apartment clean and tidy.

ending on

term

parties

agrees to

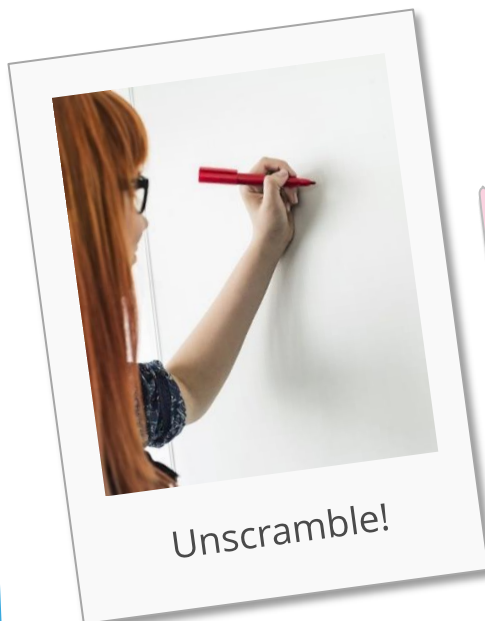
beginning on

lets



## Unscramble

**Unscramble the sentences to form phrases we can use to clarify something someone has said.**



please?

clarify

Could you

that,

you explain

Could

what you

mean by...?

again?

say

that

Can you

Can

that, please?

repeat

you



## Clarifying an agreement

**You're at an estate agent's and she is showing you the rental agreement for your new flat. What can you say in the following situations?**



She is talking about the 'term' of the agreement but you don't know the word 'term'.

Her phone starts ringing loudly when she is explaining when the end of the contract is. You can't hear her!

The agent is talking about what utilities you have to pay for but it sounds too complicated.



## Role play

**Now choose one of the situations from the previous slide. Act it out with a partner or your teacher.**

Sorry, I didn't quite understand that!



Oh, no problem!

**Student A:**  
**You are the tenant.**

**Student B:**  
**You are the estate agent.**



## New words

**damage**

If you break a table, you've **damaged** it.

**to be due on**

If something is **due**, it's expected to happen on a certain date.

**to hold a deposit**

To cover the expenses of fixing a damage, owners **hold a deposit**.

**to return in full**

If you get all of your deposit back, it's been **returned** to you **in full**.

**failure to**

**Failure to** sign a contract means it is not valid.

**to expire**

When the existence of an agreement comes to an end it **expires**.



## Complete the sentences

**Complete the sentences by matching the two parts.**

1. Rent is due on the

a) in full at the end of the contract.

2. My landlord is holding 700€

b) to the termination of contract.

3. Failure to pay the rent leads

c) 10<sup>th</sup> of every month.

4. She will return my deposit

d) as a damage deposit.



## Politely asking to review

- Sometimes we need to ask someone to **review** or **change** parts of a text or an agreement for us.
- You can do that politely in the following ways:

Would it be possible to change...?

Do you mind changing...?

Could you have a look at...?

Would you mind taking a look at...?

Would you be able to check...?

Could we just check this...?





## Unscramble

Would it

to change

the contract?

mind

this number?

be possible

Would you

going over



just

the spelling?

Could we

check





## Unscramble

taking

the third  
sentence on  
page 3?

this phrase?

check

Do you mind

a look at

be able to

Would you



just check

includes  
utilities?

Could we

if the contract  
says the rent



## Find the mistakes

**Yuki Kato is about to sign a one-year rental agreement. She has agreed to pay £400/month plus one month damage deposit when she moves in. There are four mistakes in the agreement. Find them.**

1. **Parties:** The parties to this agreement are *Adrian Quinn* called Landlord and *Yoki Kato* hereinafter called Tenant.
2. **Term:** The term of this agreement shall be for six months, beginning on *May 1<sup>st</sup>, 2011* and ending on *November 1<sup>st</sup>, 2012*.
3. **Rent:** The total rent for said property shall be *£4800*, to be paid in amounts of *£500 /month* due on the first day of each month.
4. **Damage deposit:** Tenant shall deposit *800 £* with the Landlady to be held as damage deposit. The deposit will be returned in full, when this lease expires if, after inspection by the Landlady, the premises are in good condition and Tenant owes no back rent.





## Speaking

**Now that you have found the four mistakes, politely ask the agent to review those parts where the mistakes are.**





## New words

to vacate

After you **vacate** a room or a flat, it's free for the next person.



to lease

**Leasing** a property is the same as renting to someone.



to sublease

A **sublease** is when a tenant lets the property to someone.



**premises**

**consent**

You cannot rent the **premises** without the **consent** of the owner.



The company did not give **consent** to use their **premises**.



## Examples



Brian has to **vacate** the room when his contract ends.

We cannot **lease** you the **premises**.



The owner does not **consent** to you **subleasing** the flat that you're renting.



## *Negotiation*

- It can often happen that we have to **negotiate** to reach an agreement.
- Here are some examples to use for negotiation:

- How flexible can you be on that?
- I'd be willing to agree this if...
- We are ready to accept with one condition.





## Matching

**Match the word with the description.**  
**premises / consent / to vacate / to lease / to sublease**

1. To rent a property as a tenant.
2. Permission to do something.
3. To rent a property.
4. Building used by a business or in official text.
5. Leave a place that you have occupied.





## Writing

What can we say in a negotiation? Use the words below to help you.  
**flexible / willing to / to accept**

Negotiation time!





## Speaking

**What can you say in the following situations?  
Use all of your negotiating skills!**



Your rental agreement ends on 2nd July. You are on a business trip until the 7th. You would like to vacate one week later.

You travel a lot for work and want to sublease your room while you away. But it's forbidden in your contract!

Your landlord's family want to lease one of the rooms in your flat to a cousin but she won't pay any rent!



## Role play

A new tenant and landlady are going over a rental agreement together.  
Discuss the following points and act out the situation with a partner.

### Student A:

- Clarify the rent.
- Politely ask to change the no pets rule
- Negotiate a 15 not 12 month contract.



### Student B:

- The monthly rent is 400 € but with 2 month deposit.
- Definitely no pets!
- 3 extra months is no problem.





## Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





## Reflect on this lesson

Think about everything you have seen in this lesson.  
What were the most difficult activities or words? The easiest?



If you have time, go over  
the most difficult slides again



## Answer key

### Exercise 1, p.9

1. parties
2. term
3. beginning on/ending on
4. lets
5. agrees to

### Exercise 2, p.10

1. Could you clarify that, please?
2. Could you explain what you mean by?
3. Can you say that again?
4. Can you repeat that, please?

### Exercise 3, p.14

1. C
2. D
3. B
4. A

### Exercise 4, p.16-17

1. Would it be possible to change this number?
2. Would you mind going over the contract?
3. Could we just check the spelling?
4. Do you mind taking a look at the third sentence on page 3?
5. Would you be able to check this phrase?
6. Could we just check if the contract says the rent includes utilities?



## Answer key

### Exercise 5, p.18

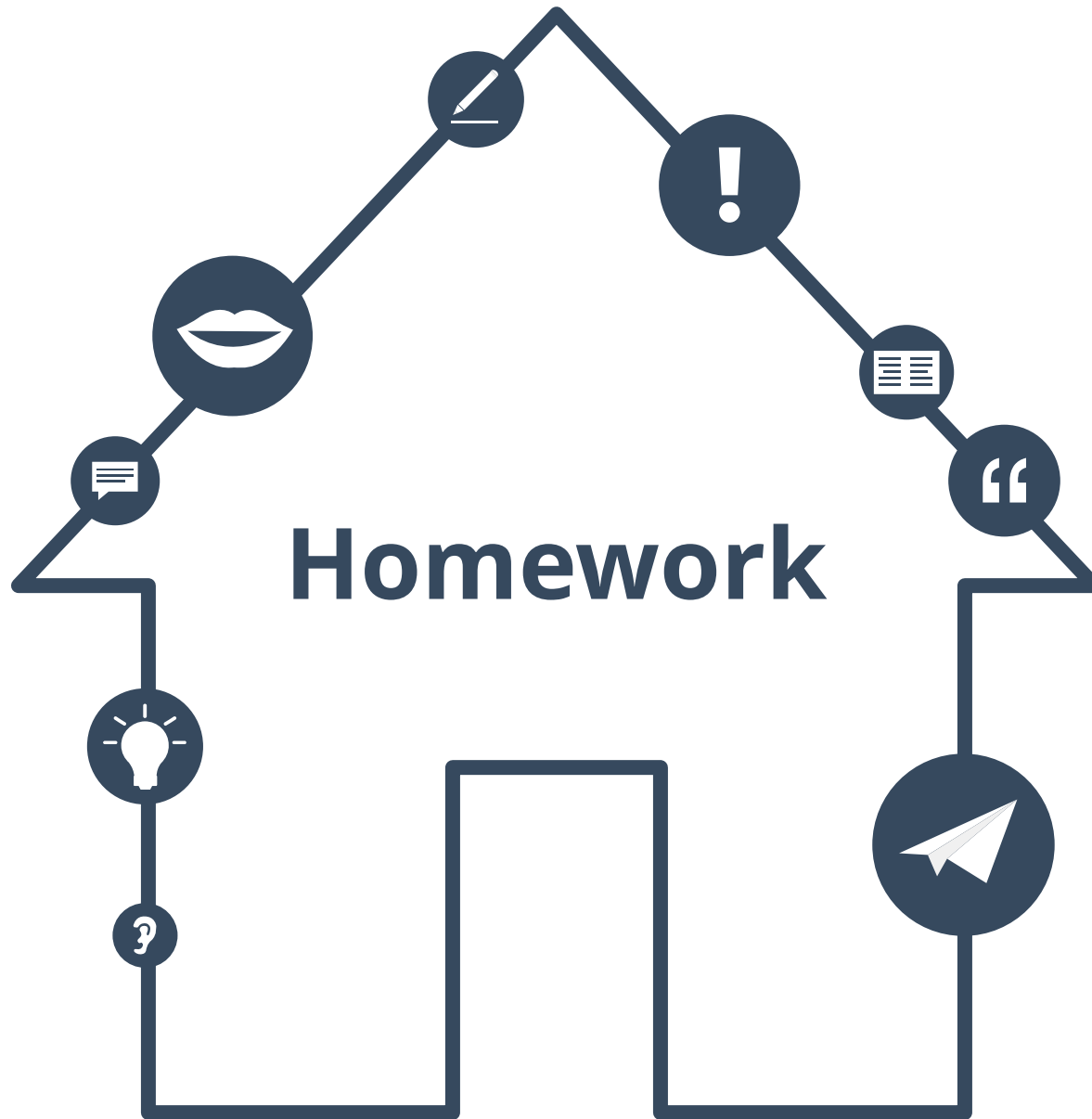
1. 1.Yoki = Yuki
2. ending on May 1<sup>st</sup>, 2012
3. £500 /month = £400 /month
4. deposit £ 800 = deposit £400

### Exercise 6, p.24

1. to sublease
2. consent
3. to lease
4. premises
5. to vacate

### Exercise 7, p. 25

1. How flexible can you be on that?
2. I'd be willing to agree this, if...
3. We are ready to accept with one condition.







## Complete the sentences

**Complete the sentences.**

**In what situations do we use them? Clarification, polite questions, negotiation?**

**Use the following words: flexible, clarify, say, able to, accept.**

1. Can you \_\_\_\_\_ that again?
2. We are ready to \_\_\_\_\_ with one condition.
3. Could you \_\_\_\_\_ that, please?
4. How \_\_\_\_\_ can you be on that?
5. Would you be \_\_\_\_\_ to have a look at that?



## Homework writing

**Write a short description of the following words.**

damage

premises

to vacate

terms

parties

to let



Physical harm on an object.





## Homework answer key

### Exercise 1 p.33

1. say – clarification
2. accept – negotiation
3. clarify – clarification
4. flexible-negotiation
5. able to – polite request



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