**Tenancy Agreement**

This is to ascertain that I **[NAME OF LANDLORD],** being the landlord of **[TYPE & ADDRESS OF PROPERTY]** receive **[AMOUNT]** being the sum of money for both the rent and the security deposit from **[TENANT NAME]** being the tenant for renting out a house number at **[PHYSICAL ADDRESS]** (you can give the physical address details of the property in question) on this day of **[DAY]**the month of **[MONTH]** Year **[YEAR]** with effect from **[COMMENCEMENT DATE].**

This agreement is binding for **[PERIOD OF RENT]** beginning **[COMMENCEMENT DATE]** and ending **[EXPIRY DATE]** upon which the tenancy agreement may be renewed or terminated and new regulations apply.

The rent per month for the property has been agreed as **[RATE]**(state the figure in both words and figures if need be) and should be payable on or before **[DAY] of [MONTH]** every month. Failure to pay by this day will attract an additional charge of **[PERCENTAGE]** of the rent. However, failing to pay 30 days thereafter will lead to a mandatory eviction.

This agreement is subject to renewal after the expiration of the tenancy agreement period from which it ceases to be enforceable. Rent may then be reviewed upwards or downward by the landlord.

The tenant and the landlord can then determine if the tenant-landlord relationship should continue by signing a new tenancy agreement.

**TENANCY REGULATION**

It is, hereby, agreed as follows: That the house will be painted and ready for occupancy on **[DATE]** and the keys will officially be handed over to the tenant.

The keys should be returned to the landlord when the tenant vacates the premises. That monthly rent of **[AMOUNT]** Ghana cedis is payable to the landlord on or before **[DAY of MONTH]** every month and should be paid via **[METHOD OF PAYMENT]**(state the mode of payment, bank account, money transfer service and leave the details to use).

That rent is subject to payment even in advance to avoid inconveniences. That the rent for the house may be adjusted upwards after the duration of tenancy has expired.

The house cannot be rented out to another person or sub-let without written consent from the landlord.

That the property should always be in a good state as it was during the time of tenancy agreement issuance and should hand back the property free of damage or destruction just as it was when issued.

That the property should only be used as a residency alone and should maintain peace for neighbours.

That no additions, fixtures or alteration should be done on the property without the consent of the landlord.

That tenants are to maintain peace and harmony within the premises both with the landlord and other tenants and should help the landlord to achieve this.

The tenant should be persons of high integrity; bad behaviour such as stealing, insulting, quarrelling is discouraged.

That either party can give three months’ notice of their intention to renew or terminate the agreement in this tenancy agreement termination clause to avoid either party being inconvenienced.

The security deposit is refundable in full if the tenant did not tamper with the landlord’s property.

That dated **[DATE]**this agreement is binding for two years. (In case there are utility bills that are shared, state the ratio and how payment should be made. Examples are utility bills, water and electricity.)

Date: ……………………………...…                                  Date: ………………………………..…

Tel no: …………..……………….…..                              Tel no: ……………………….………..

Signature: …………………………….                              Signature: …………………..…………

Witness: ……………………………..                                 Witness: …………………………….…

Signature: ……………………………                               Signature: …………………….……….

Name of the landlord/landlady: ……….                        Name of the tenant:……………………

…………………………………………                        …………………………………………

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