

Information for Tenants

Applicants wishing to take up a Tenancy will be required to complete a confidential application form to provide personal and financial details.

- ◆ Employment reference,
- ◆ Credit reference
- ◆ A statement from your current landlord or mortgage lender.

You will need to produce three forms of ID:

1. Bank statement,
2. Utility bill,
3. Passport or driving license as a photograph ID.

The completed confidential application form will be forwarded to a credit rating agency and we normally receive a reply within 3 working days.

ADMINISTRATION CHARGE

At the time of the application a **NON REFUNDABLE** referencing fee of £60 each is payable for a single applicant. In the event of an extension to the tenancy there will be an administration fee of £50

FEE DESCRIPTION	£
Reference Fee	£60
Tenancy Agreement	£100
Total	£160

TENANCY AGREEMENT

The Tenancy Agreement is a legally binding document between the owner of the property (The Landlord) and you (The Tenant). You should read the Agreement carefully and ensure you fully understand it. The Agreement you sign is an Assured Short hold which means you can stay in the property for the period of the Agreement (provided all the obligations are met). If the Landlord wishes to end the tenancy you will be given 2 months notice to vacate the premises when the Agreement expires. You can only leave the property at the end of the period stated in the Agreement. (If you wish to leave when the Agreement is due to run out you must notify us in writing giving a minimum of one months notice prior to the ending of the Agreement). **If you vacate the property early you will be responsible for the rental payments and utility/council tax bills for the remainder of the period.**

DECLARATION

Should you wish to make any changes to the property including decoration you must obtain written permission from the Landlord or managing agent before any work commences.

INFORMATION ON CHARGES

All rents are payable in advance by standing order only and due on the same day of the month as the commencement of the Agreement. The first months rent and security deposit (equivalent to 1 months rent) are payable by **bankers draft or building society cheque** on or prior to the day of occupation. Personal cheques can only be accepted if paid **7 working days** in advance of occupation.

UTILITY SUPPLIES AND COUNCIL TAX

We will advise the utility suppliers and the Local Authority of your occupancy and provide them with your forwarding address when you vacate the property. Rents are quoted exclusive of Council Tax (unless otherwise stated) and Tenants will be responsible for payment. Tenants should request telephone service from their chosen provider and must advise the Landlord or managing agent of the telephone number.

INSURANCE

The Landlord is responsible for insuring the property and any contents that are left in the property. **You must insure your own belongings. The Landlord and ourselves cannot and will not be held liable for any loss suffered by the Tenant whatever the circumstances.** We can obtain a competitive quote for your personal contents and accidental damage to the Landlord's fixtures and fittings if you wish.

INSPECTIONS

Should the Landlord or an appointed agent wish to inspect the property they will provide a minimum of 24 hours notice of their intended visit. Fully Managed properties will be inspected regularly. Please notify the Landlord or managing agent if you will be away for 1 week or longer.

FAULTS AND REPAIRS

Many Landlords have service contracts and preferred contractors. If there is a problem with the property you are renting you must inform the Landlord or the managing agent. Failure to do so may mean that you are liable for any deterioration or damage resulting from any delay. You must not instruct a contractor to undertake any work – if you do it will be at **your own expense.**

We hope this sheet has answered any questions you may have. Please contact us if you would like to discuss any further information.