



INFORMATION FOR TENANTS

Finding a Property

Our negotiators are specially trained and equipped to assist Tenants to find properties to rent that will meet their needs. We maintain a database of properties available to rent and of prospective Tenants and their requirements. As properties become available, our first action is to contact waiting Tenants on the database, whose requirements match the property. Typically, properties to rent become available about one to two months before occupancy date, so where possible it is advisable to start looking early.

Viewings

Having identified a potentially suitable property, we will arrange a viewing. This will be at a time to suit you, and could be at evenings or week-ends, subject to course to the Landlords permission.

Offer / Application

Having decided on a property, you will need to complete a written application form. At this time any details or requirements can be provisionally agreed, such as occupancy date, duration of the letting, etc.

On application, a Reservation Deposit will be required. Assuming the rental proceeds, this will be deducted from the Fees due before occupation as outlined on the enclosed sheet. If we or the Landlord decline your application it will be refunded (Except where references are failed). It will however not be refunded if you decide not to proceed for any reason, or if the tenancy fails to proceed due to incomplete or inaccurate information provided in the tenancy application.

References

We will take references on behalf of the Landlord. Normally these will include your employer, any former landlord and a character reference. In addition a credit check will be undertaken.

Where a Tenant is unable to meet the required income or credit checks, the Tenant may have a Guarantor agree to underwrite any rent liabilities. We will use your administration fee to hold the property for a maximum of 4 days, this ensures plenty of time for your landlord and employer / accountant to respond. We will require a full deposit, no later than 4 days after the completion of your reference forms. If this is not received in this timeframe, the property will be re-marketed.

Rent

Rents are normally quoted on a calendar month basis. In addition, the Tenant is usually responsible for Council Tax, Water Rates, Gas, Electricity and Telephone costs.

Rents are payable by standing order (unless alternative arrangements are agreed in advance) to our Company bank account monthly in advance, with the first month's rent due before taking occupation of the premises.

Deposit

A deposit (or 'bond') is required prior to occupation. This is normally equal to one month's rent, but may be more. Check with our representative.

The deposit is held in the Deposit Protection Service. (Full details on application)

The deposit is held to cover any breakages, damage or other tenant liabilities. Where we are managing, at the end of the tenancy we will check the property in the presence of the Tenant and assess any damages and deductions due.

Please note that the deposit cannot be used by the Tenant to cover rent.

During tenancy:

The Landlord may inspect the property during the tenancy with 48 hours written notice to the tenant. The Landlord and /or their agent may take photographs of the property in order to establish the condition of the dwelling.

Administration & Agency Fees

A non-refundable fee is due to this company prior to the start of the tenancy to cover the Tenant's share of administration costs, including preparation of the tenancy agreement and any legal notices, referencing and credit checks, and check-in and check-out. Where the Check-in fee has been collected and the application is subsequently declined, we will refund the check-in fee, however administration & reference fees are non-refundable. Where an Independent Inventory Agent is used there may also be a fee from the Inventory agent for the check-in. Our fees are laid out on a separate sheet which should accompany this information.

In order to proceed with your application we will require the following;

All Applicants

- ✓ Photo ID – UK Driving license or Full passport
- ✓ Proof of address - such as: Bank statement or utility bill
- ✓ Three months personal bank statements
- ✓ Completed references forms
- ✓ Current landlord contact details

If Employed

- ✓ Employers contact details.
- ✓ Last three months' payslips.

If Self Employed

- ✓ Accountants contact details
- ✓ Two years certified / audited accounts

If Guarantor is required

All requirements are the same as above.

Additional fees do apply. Please refer to Tenant Schedule of Charges.