



Terms and Conditions for Tenancy Applications

(Subject to contract)

Referencing

A satisfactory reference will be required prior to completion of the Tenancy.

Do I need references?

Yes - before we can consider an application we will tell you our reference and credit requirements which may include proof of employment, residency, etc. Please note, the Landlord does not bind himself to accept any application.

I am entering *the country to work*. Do I still need to be Credit Checked?

Yes, before we can consider an application we will require you to complete a credit reference. For non British Nationals it can sometimes prove difficult to complete the credit check. You may be asked to supply proof of employment in this Country. It may be necessary to request a UK guarantor, or the full amount of rent for the whole term to be paid in advance. (The funds MUST clear our account BEFORE we can release keys). Please note, the Landlord does not have to accept any application.

When I apply, do I have to pay a Reference/Administration Fee?

Yes - £150 (plus VAT). This is a one-off payment per single applicant to cover your reference fees and administration expenditure. A fee of £75 (plus VAT) is required per additional applicant. This fee is Non-Refundable if credit references are unsatisfactory.

If a Guarantor is required there is a further charge of £25 (plus VAT).

How do I pay?

We accept Debit or Credit Card payments, Cheque or Banker's Draft. All payments need to be in cleared funds prior to the Signing of Tenancy Agreement. 'Cleared funds' means banker's draft or cash. However, if time allows, we will be happy to accept a personal cheque (subject to contract) at least 10 working days before the tenancy commences.

This will allow the cheque time to clear. Ordinary monthly rental payments will be payable by Standing Order (if joint tenants, then only one standing order for the whole amount will be allowed). If there is more than one tenant, ie. sharers, we will require the full monthly rent to be paid from one bank account.

The Deposit

The 'security deposit' taken is equivalent to 6 weeks rent. This will need to be received prior to occupation of the property.

Is the interest paid on my deposit?

No.

Who holds the deposit?

We will hold the deposit as Stakeholders in our Client Account. At the end of the Tenancy Agreement, any dilapidations will need to be agreed between You and the Landlord. Once agreement has been reached, the deposit will be returned in accordance with the written instructions of both parties.

HOWEVER in some cases the Landlord will hold the deposit. This is usually on Find Tenant only properties. This will be confirmed in the Tenancy Agreement. We are unable to transfer the deposit between two properties.

The Tenancy Agreement

What does 'Subject to Contract' mean?

Until the tenancy has been executed all negotiations are 'subject to contract'. This allows the Landlord to withdraw from the proposed tenancy until the Tenancy is executed - see below.

What does 'Executing' the tenancy mean?

A Tenancy Agreement is in two parts - the original is signed by the Landlord and a copy is given to you and the counterpart is signed by the Tenant (that's you). When both parties have signed, the Agreement is dated and at that point the Agreement has been executed. It is then binding on both parties.

Am I committed to a Fixed Term?

Yes, Tenancies are usually for a minimum of 6 months and you are committed to pay the rent for the full term and to meet all the obligations as set out in the Tenancy.

What does 'Jointly & Severally' mean?

This occurs when there is more than one Tenant to the Agreement. Then all Tenants are 'jointly and severally' liable. This means that each Tenant can be held responsible for the whole agreement, not just a share - so be sure about the people you intend to share with.

How do I pay the monthly rent?

You will be required to pay by standing order and the payment must be received in our office by the rent due date (see Tenancy Agreement for this). If your standing order is not honoured by your bank there will be a charge of £25.00 (plus VAT) to cover administration.

If we have to remind you of overdue rent, an administration fee of £15.00 (plus VAT) will be payable on the 2nd and all subsequent letters.

General Property Information

You will need to ensure you and the property are adequately insured. You will need contents insurance for your personal possessions (the Landlord's insurance will not cover your possessions). You will also require accidental damage cover for the Landlord's possessions, ie. carpet, fixtures and fittings. The Landlord is responsible for his building's insurance.

Who will manage the property after it is let?

This will depend on the Landlord and the service he has chosen. We will inform you of the management arrangements.

Who pays for the utilities, services and TV licence?

Gas, electric, water, telephone, Council Tax bills and the TV licence are all the responsibility of the Tenant. Where possible, all meters will be read before the Tenancy starts and again at the end.

As the tenant, you will be responsible for the upkeep of the gardens.

It is the tenant's responsibility to ensure batteries in smoke alarms and light bulbs are kept working throughout the Tenancy, and checked prior to vacation of the property.

The carpets will be professionally cleaned before the Tenancy commences. You will be required to have the carpets and soft furnishings in the property professionally cleaned prior to vacating the property.

You will be responsible for the general security of the property.

If you require the management set of keys or a copy of the Tenancy Agreement, we will require proof of identity.

Other Fees Payable (where applicable)

If my application is successful, how much do I pay?

You will be required to pay 6 weeks rent as a dilapidation deposit (which we hold as Stakeholders), plus the first month's rent, before the keys can be released.

If your standing order is not honoured by your bank, there is a charge of £25.00 (plus VAT).

If a cheque is not honoured by your bank there is a charge of £25.00 (plus VAT).

If I extend or renew will there be any additional costs?

If the Landlord agrees to extend or renew the Tenancy, the costs will be borne equally by the Landlord and the Tenant. The cost is £90.00, plus VAT if applicable (£45.00 plus VAT each Landlord / Tenant).

Where a tenant vacates from a property prior to the end of the Tenancy Agreement (unless there is a specified Break Clause), the tenant will be responsible for paying the monthly rent until the Tenancy expires or, if by agreement of the Landlord, until a new Tenancy Agreement commences. The tenant will be responsible for the Landlord's re-letting fees as appropriate.

You may be required to be re-referenced on an annual basis. The cost is £50.00 plus VAT per tenant.

If you require a reference letter sending to a bank/building society/mortgage provider or similar company, there will be a fee of £15.00 plus VAT per letter.

There will be a charge of £10.00 plus VAT if you lock yourself out of your property and we attend with the management keys to gain entry.

If you are unable to be present when a contractor attends the property and you wish for them to be accompanied by a member of our staff, there is a £10.00 plus VAT charge.

If an exact time appointment is booked and the tenant fails to be present and no prior notice for cancellation is received, a cancellation fee of £25.00 plus VAT will be charged.

After the Check-out from the property, a £25.00 charge will be added to any agreed dilapidations. This is to cover administration and disbursements.

Acceptance of Tenancy Application Terms & Conditions

Please sign and complete this form and return it with the completed reference form and application fee.

I have read and agree to the terms and conditions stated above

The Applicant

Signed _____

Please print name _____

dated _____

2nd Applicant

Signed _____

Please print name _____

dated _____

Additional Applicants

Signed _____

Please print name _____

dated _____

Additional Applicants

Signed _____

Please print name _____

dated _____

Signing these terms does not guarantee a Tenancy Agreement between the Landlord and the Tenant, which shall remain subject to satisfactory referencing and contract.