



Tenant Information Sheet

The following information is provided to offer guidance on how to apply to rent a property through our agency and sets out the terms that apply to all prospective tenants

In order to rent a property, you must be:

- At least 18yrs old
- Able to demonstrate sufficient personal income from your own means (see note 2 overleaf) to pay rent and all associated bills (see note 4 overleaf) for the property or pay rent for the full term in advance.
- Able to provide a UK based guarantor if required. This may be because you are not in full time employment, your income is too low or if you have been living overseas during the past 3 years.
- Willing to undergo background referencing checks including a Credit Search and income check
- Able to move into the property on the proposed start date

How to apply:

Everyone aged 18 or older who intends to live in the property must be named on the tenancy agreement and must therefore provide a copy of their Passport for ID purposes and complete an application form so we may carry out basic background reference checks.

If you wish to apply to rent a property you have seen with us, you will be asked to:

- Confirm the details of your offer to us in writing including the proposed start date, the names of everyone who intends to live in the property, the proposed rental level and any conditional requests.
- Ensure each tenant provides us with a completed application form and ID within 3 days of confirming your offer
- Tenants must be earning at least 30 x the monthly rent. Any shortfall in income may require a Guarantor.
- Provide us with a copy of your passport for ID purposes (and Visa and work permit if applicable).
- Pay to us a £500 pre tenancy deposit (see note 7 overleaf).

Prior to moving in you will be asked to pay the following monies:

- First months rent (one week's rent x52, divided by 12).
- Deposit (equal to 6 weeks rent).
- Documentation & Referencing charge (see Note 8 overleaf)
- Check in tenancy fee (see Note 8 overleaf).
The landlord will pay for your check out, unless otherwise agreed.
- Following the referencing process, in some instances, you may be required to pay rent for part or all of the term in advance.

Obligations:

- You will be expected to comply with all the terms in your tenancy agreement, which include but are not limited to the following:
- Pay rent (your rent will normally become due on the same date each month that you move in on).
- Pay utility bills and council tax during the tenancy. (See Note 4 overleaf)
- Look after the property in a proper and tenant like manner.

Definitions & Terms

Note 1 - Guarantor:

- A Guarantor is a person who is willing to enter into a legally binding agreement, promising to pay any unpaid monies due under the terms of your Tenancy Agreement within 14 days of the debt arising. This 'promise' is to last for the entire duration of your tenancy on the property you rent. The Guarantor must be:
 - at least 25yrs old
 - a homeowner (i.e. not a tenant) registered on the mortgage and property deeds of their own home
 - have a personal income of at least 3x the proposed yearly rent as defined in your Tenancy Agreement
 - willing to be fully referenced by our Referencing Agency and have no adverse credit

Note 2 - 'Own means'

All tenants must be either employed or self-employed and able to afford to pay the rent and associated bills from their own income. Joint tenants applying together will have their incomes assessed jointly to confirm they can afford the rent between them under joint & several liability. Alternatively, you may be asked to pay the rent for the whole term in advance.

Note 3 – Insurance

It will be a requirement of the Tenancy Agreement for all tenants to hold insurance to protect against Accidental Damage to the Landlord's property, for the duration of the tenancy. This helps to protect your deposit by reducing the risk of claims for damages by the Landlord at the end of the tenancy. You should also consider taking contents insurance for your own

possessions as your Landlord's insurance policy will not cover a Tenant's belongings. Rent4Sure provides a policy which provides both liability and contents cover in one product. For more information on the Rent4Sure product, please visit this link: <https://rent4sure.co.uk/insurance-products>.

If you already have your own insurance in place which can be transferred over to the new property, please let us know.

Note 4 - Utilities & Associated bills

Unless otherwise agreed and in addition to your rent, you will normally be expected to pay for the following in relation to the property for the duration of your tenancy:

- * Gas (if applicable) * Electricity * Water * Council Tax
- * TV Licence * Telephone & Internet services

Please note: New developments supply individual apartments with heating, hot water and cool air through a communal system. You may therefore be charged for these services directly rather than by a utility company. Please ask for further information.

Note 5 - Telephone/Internet Services

If you wish to have a landline telephone facility and/or Internet facility then you, as the consumer, must set up the account yourself and in your own name. At the end of the tenancy you must ensure that you cancel your account but not disconnect the line itself as this will incur a cost to reconnect that you will be liable for.

Note 6 - Referencing

Unless otherwise agreed, any person aged 18yrs+ who intends to live at the property must be fully referenced by us via our chosen Referencing Agency and must be named on the Tenancy Agreement. All named tenants and Guarantors will be subject to a Credit Check. We cannot accept references provided by another agent. All reference results remain confidential and cannot be released to any third party without prior agreement.

Note 7 - Pre Tenancy Fee

When you find a property you wish to rent, you will need to put forward an offer to rent it. You will also be asked to provide us with details of a valid Credit/Debit card. We will then present your offer of a proposed tenancy to the landlord. Should the landlord accept the terms of your offer (or if terms are renegotiated with you and accepted), we will then deduct a Pre Tenancy fee from the Credit/Debit card provided. The amount of the Pre Tenancy fee is £500.00 and is taken in order to 'reserve' the property for you, subject to references & contract – upon reference approval the £500.00 is subtracted off the total move in monies.

Note 8 – Fees/monies due

The following monies will become due before you can move into a property:

Fees			
Referencing Fee per person	£75.00+VAT (£90.00)	Renewal Fee	£120 + VAT
Tenancy deposit protection per tenancy	£70.00	End of tenancy reference fee – per tenant	£30.00
Documentation Charge per person	£120.00 + VAT	Guarantor Fee (per person)	£100.00 + VAT
Rent	First month in advance	Any Amendment fee:	£120 + VAT
Deposit	Equal to 6 weeks rent		

CHECK IN FEE	Unfurnished	Furnished
1 bed	£80.00	£90.00
2 bed	£100.00	£110.00
3 bed	£120.00	£130.00
4 bed	£140.00	£150.00
5 bed	£160.00	£170.00

Note 9 – Placing an offer

Please ensure when placing an offer you confirm any changes or additions to be made eg: removal of a dining table – subject to the Landlord acceptance - once an offer has been accepted, any further requests may not be negotiable with the Landlord

Note 10 – Furnished apartments

When properties are advertised for rent on a furnished basis, please bear in mind that the items that you see in the apartment when you view may not necessarily be included in a tenancy. For a specific list of what each property will contain, please ask for more details.

Land Estates Bank Details