



Guidance for tenants

Goodwill holding deposit

Once you have selected a property we may ask you to provide a 'Goodwill' or 'Holding Deposit'. This payment is not an additional charge and is deducted from your completion payment.

In the event that you withdraw from the let we reserve the right to withhold the goodwill deposit.

Application & referencing

In order for you to be referenced it will be necessary for you to complete an application form. If we are not able to proceed with the tenancy due to inadequate references the charge made for the referencing is not refundable.

Tenancy agreement

At the commencement of the tenancy you will be required to sign a Tenancy Agreement outlining landlord and Tenant obligations. An administration charge is made for this and subsequent extensions to the agreement.

Security deposit

Deposits are payable on all tenancies and unless otherwise stated are held by ourselves in the capacity of 'Landlord's Agent' against any costs arising as a result of tenancy.

Moving in

On the day that you are due to move in it will be necessary to visit our office in order to sign the Tenancy Agreement and pay your 'initial monies', which are detailed as follows: One months rent in advance/security deposit less goodwill deposit already paid/ referencing & Tenancy Agreement charge/inventory fee (Contents insurance if not already held).

Payment of initial monies must be by cash, bankers draft or building society cheque.

Inventories

Details of the property contents and a schedule of condition will be prepared. This document will form the basis for any deductions from your security deposit and should be checked with care. Any points about the inventory with which you disagree must be brought to our attention within seven days of the commencement of the let.

Tenants obligations

Minor maintenance such as replacing light bulbs, fuses, tap washers, clearing gutters and drain blockage etc., are the responsibility of the tenant. It is particularly important that the property is secured and that reasonable steps are taken to avoid the freezing of pipes when absent. It is important to note that the tenant will be bound by the terms and conditions of any head lease covering flats in managed blocks.

Utilities

We will notify the utility companies and local authority of your details, unless otherwise stated.

Letting agents obligations

This is dependent upon the service that we provide the Landlord (i.e. Full Management, Tenant Introduction or Rent Collection). You will be notified of this at the commencement of your let.

Property visits

If the property is managed by ourselves we are obliged to conduct periodic inspections. The purpose of these visits is to check the condition of the property, to examine any repairs which have been completed and report to the Landlord. A mutually convenient appointment will be arranged in advance.

Television licence

It is the responsibility of the tenant to maintain a valid television licence for the property.

Tenants contents insurance

The landlord grants the tenancy of the property to the named tenant upon the condition that the tenant holds insurance that the landlord or his agent considers adequate to protect the tenant's personal possessions and accidental damage caused by the tenant to the furniture, fixtures and fittings at the property as described in the inventory.

Either the tenant must provide the landlord or his agent with a copy of his current insurance certificate prior to the commencement of the tenancy detailing the cover held, the name and address of the insurer, the policy number and the date of renewal.

Or the tenant will be included at his expense in a scheme operated by the landlord or his agent providing the minimum cover deemed adequate by the landlord or his agent. The premium is to be paid to the agent prior to the commencement of the tenancy.