

THE PROPERTY

INDEPENDENT
ESTATE AGENTS

cafe

INFORMATION FOR TENANTS

FINDING A PROPERTY

Our personnel 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 two months before occupancy date, so where possible it is advisable to start looking early.

Telephone No. 01424 224488 Fax No. 01424 215512

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 weekends, subject of course to the Landlords permission. All viewings will be accompanied by a member of staff, who will be able to provide immediate advice and answer any questions you may have.

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 (**50% of agreed months rent**). Assuming the rental proceeds, this will be deducted from the Fees due before occupation as outlined on the enclosed sheet. If the Landlord or we decline your application it will be refunded. 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.

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 is required prior to occupation. This is normally equal to one month's rent, but may be more. Check with our representative.

From the 6th April 2007 all tenancy deposits taken by landlords (or agents on behalf of landlords) in connection with an Assured Short hold Tenancy (AST) must be protected

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by law under one of the statutory Tenancy Deposit Schemes. We are members of the Deposit Protection Scheme. For more information please contact our offices.

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.

INSURANCES

As a tenant you are not required to have building insurance as this will be taken care of by the Landlord. However this will not insure your personal belongings. We would strongly advise that you seek separate insurance to cover this. We would be happy to obtain a quote for you from our Insurance Company that specialises in Tenant and Landlord Insurances.

PROFESSIONALLY PREPARED INVENTORY

For the protection of your security deposit and to avoid disputes at the end of your tenancy, we will arrange a detailed inventory prior to you moving in to your new home.

ADMINISTRATION / AGENCY FEES

A non-returnable **£175** administration fee is due to this company (Paid at the same time as the initial holding deposit) to cover the Tenant's share of costs, including preparation of the tenancy agreement and any legal notices, referencing and credits checks, and check-in and checkout. This is based on an individual applicant. An additional **£50** is payable per additional applicant.

IF YOU HAVE ANY QUERIES OR ADDITIONAL QUESTIONS PLEASE DON'T HESITATE TO ASK.

***WE LOOK FORWARD TO HELPING YOU
FIND YOUR NEW HOME.***

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