

Tenants Guide

Finding a property

Our staff 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, who's 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.

Viewings

Once you have identified a potentially suitable property, we will arrange a viewing for you. This will be at a time to suit you, and could be at evenings or week-ends, 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. The details provided will be used to conduct credit checking and referencing on behalf of the landlord.

On application, a Reservation Deposit of £50 will be required. This will secure any advertised property. Assuming a tenancy follows, this will be deducted from the fees due before occupation.

If we or the Landlord decline your application it will be refunded.

The reservation deposit **will not** be refunded in the following circumstances:

- If the tenancy fails to proceed due to incomplete or inaccurate information provided by the prospective Tenants(s)
- In the event that the tenancy application was to be found unsuitable due to the external credit referencing checks.
- If the prospective Tenant(s) decides not to proceed with the tenancy for any reason.

References

We will take references on behalf of the Landlord. References normally required to be provided are 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. Again, the Guarantor will be subject to a credit check, and will need suitable references.

Rent

Rent is normally quoted on a calendar month basis. In addition, the Tenant is responsible for Council Tax, Water Rates, Gas, Electricity and Telephone costs, unless otherwise agreed by the landlord.

Rent is payable by standing order (unless alternative arrangements are agreed in advance) to our Company bank account on a monthly basis. The first month's rent is due in cleared funds before taking occupation of the premises.

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Deposit

A deposit (bond) will be required prior to occupation. This is normally equal to one month's rent, though we are directed by the landlord on the amount they require. This deposit will be forwarded to the Government backed deposit scheme.

You can learn more on the Government website, which includes an overview of the requirements, and also links to the sites of the companies running the various schemes.

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.

Administration / Agency Fees

A 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 credits checks, and check-in and check-out.

The fee we charge is an all-inclusive cost of:

£100.00 - Per applicant

£50.00 - Guarantor charge

Please note we **do not charge VAT** on our fees.

Insurance - for Tenants

Do you require Tenants insurance? We can provide a free competitive quotation through HomeLet UK, please visit www.speedyletsonline.co.uk and click on the HomeLet button.

Further details are available on request.