

### **TENANTS GUIDE TO RENTING A RESIDENTIAL PROPERTY**

**Viewings:** Strictly by appointment only and arranged via our lettings office.

**Offers:** Once you have found a property you wish to rent we will advise the Landlord accordingly and once the Landlord has accepted the offer there are a number of things we will require from each Tenant, outlined below.

**Appointment:** An appointment is to be made with the office where the following procedures will be adhered to.

**Documentation Required:** We will require photographic proof of identity in the form of your Passport or Driving Licence.

**Credit Checking:** Each Tenant will be required to submit to a credit check and supply employers and previous Landlords details (if applicable); the forms to be completed will be supplied by this office. Once completed, most applications can be made on-line. The cost of each credit check is £35.00 including VAT and this must be paid in cash in advance.

**Initial Costs:** You will be required to pay prior to the commencement of the tenancy

- £35.00 for each Tenant and/or Guarantor Credit Check required
- Holding Deposit paid upon commencement of your tenancy, this Holding Deposit will be transferred to a Security Deposit where it will be held throughout the tenancy against any dilapidations. Please ask us for details of where your deposit will be held and how you can claim it back at the end of the tenancy
- One month's rent
- Administration Fee of £160.00 including VAT (to include preparation of the Contract)
- Guarantor Administration Fee of £35.00 including VAT (where a Guarantor Contract is required – NB this fee is additional to any credit check cost due to the extra paperwork and time required to set up a guarantor)

**Payment of Initial Monies:** The Holding Deposit & Credit Check Fee(s) is required in order to stop advertising of the property and hold the property for you whilst waiting for the credit check to be completed. **N.B. £200 of the Holding Deposit (and the credit check fee) is non refundable if your credit check application fails. Further deductions will be made if you withdraw at a later date and will depend on the length of time the property has been withdrawn from advertising.**

The remaining balance (rent and contract fee + guarantor fee if applicable) must be paid prior to the commencement of the tenancy by Bankers Draft, Cash or Bank Transfer. Personal cheques will only be accepted if there is at least 7 days between payment and the commencement of the tenancy as we need cleared funds in our bank before checking you in to your new property.

**Tenancy Agreement:** This is usually drawn up by our office and is usually for an initial period of 6 months (as a minimum) and this must be signed by all Tenants prior to occupation. A fee is payable for each extension contract drawn up by this office and the costs (subject to change) are shown in the Tenancy Agreement.

# Parker Baker

## PROPERTY CONSULTANTS

**Inventory Check-in:** An appointment will be made to check you in to the property on the start date of your Tenancy. We will normally meet you at the property to go through a list of contents and agree the condition of these. Occasionally, the Landlord may wish to do this for themselves. The Inventory will be signed by one of our agents and the Tenant attending the appointment. Meter readings will be taken at this time (subject to access being available) and will be used to set up utility accounts in the Tenant's name with the current provider. We will also advise the Council Tax department and Welsh Water of the new tenancy.

**Future Rent Payments:** After commencement of the tenancy the next rent due date will be on the one-month anniversary (unless agreed to fall in line with your salary payment date). A standing order should be set up by the tenant to pay future rent payments, for managed properties we will supply you with the appropriate details to do this. Landlords who manage their own property will require their rent paid direct to them by you and their Bank Details will be supplied to you where available.

**Insurance:** You must have your own personal contents insurance in force at the commencement of the tenancy. We also strongly recommend that you take out accidental damage insurance against the Landlords fixtures and fittings in order to protect your deposit. Please ask a member of staff for details.

**Property Management:** We will advise you who is managing the property in order that you may contact the relevant person should you experience any difficulties or require repairs to the property. Whoever is managing the property, they are required to protect your deposit and you are entitled to know how it is being protected and how to claim your deposit back at the end of the tenancy.

**Emergency Matters:** In the event of a real emergency occurring out of normal working hours (emergencies are defined as major water leaks, major drains blockages (if backing up into the property), serious structural damage, or major electrical problems), Please contact our office on 01792 480715 Mon-Fri between 9.00am to 5.30pm or Sat 9.00am to 1.00pm. Otherwise telephone our out of office number on 07973662675.

Locking yourself out of the property is **not** an emergency we will deal with – if this happens you must phone a 24 hour locksmith and make your own arrangements to pay for their services. You must also provide two copies of any new key to the person managing the property.

You should familiarise yourself with the property upon occupation and be confident that you know where the water stop cock, gas mains lever and electric fuse box are so that you may turn off supplies in an emergency.

If you smell gas, or have any reason to suspect a Gas leak you should telephone National Grid (formerly Transco) straight away and they will attend the property free of charge to investigate and make safe. The number for this is: Free-phone **0800 111 999**.