



TENANTS GUIDE

- You may register free of charge by contacting me on 07870 547357 for an information pack.
- If I then find you a suitable property, I will contact you to arrange a mutual viewing time.
- If you decide to take the property, I will need references from your present landlord (if applicable), your bank and your employer. At this point there will be a £50 administration cost (this includes the cost of a status enquiry from your bank manager).
- You will then be given a Tenancy Agreement for your perusal, which you need to sign and return as soon as possible. You will be given a copy for your records.
- Together with this agreement you will need to pay one month's rent in advance, together with a deposit amounting to one month's rent plus £100 pounds, which will be placed in a Deposit Protection Scheme. This deposit will be returned to you at the end of the tenancy as long as there is mutual agreement that the property has been left in a reasonable condition taking into account fair wear and tear.
- When all references have been seen and approved a date for the start of tenure can be arranged.
- I will need your bank details to set up a standing order for rent payment.
- An inventory of the property will be taken, signed by yourself, if in agreement, and a copy given to you for your records.
- All utility meters will be read and details of suppliers left so that you can register with them.
- You will be given two sets of keys on the day of handover.
- You can be rest assured that if you have any problems I will give you my immediate attention.