



GUIDANCE NOTES FOR PROSPECTIVE TENANTS

The best time to start searching for a property to rent is 4-6 weeks before you plan to move however if a property you are interested in is available immediately we can arrange a very quick application for you.

GENERAL NOTES:

- All our tenancy Agreements are for a minimum term of 6 months – we do not do short term lets
- Smoking is not permitted in any of our properties
- Permission for pets must be requested at the time of application and no pets should be introduced to a property during a tenancy without prior agreement of the landlord or you will be in breach of your agreement.
- Any adverse credit history should be declared before making an application as you will receive not refund of reservation fee should an application be refused due to undisclosed credit issues.
- If you are Self-Employed the referencing company will require 1 years accounts as a minimum or a copy tax return.
- Decorating by the tenant is not permitted unless WRITTEN agreement has been provided by us. If agreed the decoration can only be in MAGNOLIA (Walls) and WHITE (Woodwork). Your deposit is at risk should you decorate in any other colours and not return the walls back to MAGNOLIA and WHITE before the end of your tenancy and you will be charged both for the cost of returning these to the required colours plus rent for the time taken to get the work done if you do not do so before the tenancy ends.
- No alterations should be made to the property and no fixings should be made to walls i.e. TV brackets etc unless WRITTEN agreement has been provided by us. If granted the walls will need to be returned to their original condition before the end of the tenancy and the wall repainted in full ensuring a good match to the rest of the room otherwise all walls will require painting.
- At the end of the tenancy a tenant should not “Touch Up” the painting as this can lead to the walls looking patchy because fresh paint will not match aged paint even if exactly the same tin is used. The tenant should if required paint whole walls as a minimum.

Once you have viewed a property and have decided you want to take it on you must pay a 'Reservation Fee' to secure the property. The reservation fee will be the greater of either one half the advertised rental price or the total of the admin/referencing fees applicable for the application. This fee secures the property to you whilst we are taking your references and shows commitment on your part to enable us to withdraw the property from advertising. The reservation fee paid will be deducted from the balance payable for the tenancy on the day of your move into the property.

Please note we do not reference you in house we use independent tenant referencing companies who are paid to carry out this work on our behalf and who check the following:-

- Current Landlord/Letting Agent
- Previous addresses
- Income details
- Previous employment details
- Accountant details (if Self-Employed)
- Bank details

If you decide to withdraw from the tenancy after this point or if the information given on the application is found to be false e.g. failure to disclose a County Court Judgment, we will be unable to return your reservation fee. If however the landlord decides to withdraw the property from the market we can return the reservation fee paid.



 **01536 520210**

 **thatlettingplace.co.uk**

2 Piccadilly Buildings, Sheep Street, Kettering, Northants, NN16 0AN  rightmove

TENANCY FEES

The advertised price of a property does not include Utility Bills, Council Tax or any other bills unless specifically stated in the advertising particulars.

Payable on application

Reservation Fee: - Equivalent of half a month's rent for the property i.e. Advertised price £600 = Reservation Fee £300

Payable on Tenancy Start Date

First Month's Rent	As advertised
Deposit	Normally 1 month's rent equivalent plus a further £100. I.e. Rent £600 = Deposit £700
Tenancy Deposit registration	£25 for the registering of your deposit
Application Fee	£100 per adult – every adult must be referenced regardless of if they are contributing towards the rent or moving in immediately or not.
Guarantor Fee	£100 per guarantor
Tenancy Amendment Fee	£100 per amendment. Note. If the amendment requires the deposit to be re-registered the Tenancy Deposit registration fee of £25 will also be charged at this stage.
Early Termination Fee	Should the tenancy be terminated early for any reason an Early Termination Fee of £100 will be charged.
Pets	Where a landlord has agreed for a pet / pets to reside at the property a non-refundable pet fee of £200 will be charged at the start of the tenancy or any time during the tenancy that a pet is introduced to the property.
Late Payment Fee	£25 per late payment. The fee will be applied each time a letter is sent by us regarding payments to a tenant regarding a late rental payment. A letter will be sent for any unexpected late payments of 7 days or more. Note. This amount will be added to your account and deducted from your deposit at the end of the tenancy if not paid beforehand.

NOTE: ALL REQUIRED DOCUMENTATION AND REFERENCING FORMS MUST BE RECEIVED WITHIN 7 DAYS OF RECEIPT OF THE RESERVATION FEE OR THE APPLICATION WILL BE CANCELLED AND NO REFUND OF FEES WILL BE MADE.

That Letting Place Bank Details: HSBC Bank, S/C: 40-26-07 Account number: 81636057

Before you move into the property you must pay the following:-

- **Admin/referencing fee:** £100.00 Per Person. Please note ALL adults over 18 must be referenced EVEN IF THEY ARE "NOT IMMEDIATELY MOVING IN" - if during a tenancy additional occupants are required they will also require referencing BEFORE they can move in and a fee will be due for referencing.
- **Rent in advance.** Usually paid in cash / bankers draft on day of move in or (PREFERABLE) by bank transfer at least 24 hours prior to commencement of tenancy so payment can be tracked. Further payments must then be paid by Standing Order (mandate provided) otherwise there will be a £5 charge per payment for handling cash/cheques. Note. Monthly rents will be due on the same day that you took possession of the property i.e. if you moved in on the 15th of the month then future payments will be due by Standing order on the 15th / Month. We recommend that you ensure you have enough funds for these payments as the dates cannot be changed to suit pay dates etc. Any late payments or bounced cheques will incur an administration fee of £25.00 per Late payment/bounced cheque to cover our charges and administration.
- **Security deposit:** - usually 1 month's rent plus £100 i.e. if the rental price is £500 PCM the Deposit would be £600. Note. For tenancies involving pets there may be an increased deposit and a pet clause would require signing agreeing to professional cleaning of carpets at the end of the tenancy. As from 6th April 2007 new legislation requires tenants deposits to be either paid into the governments custodial scheme or to be held by an agent who has to insure each individual deposit they hold. Deposits will not be refunded until a tenancy has ended and cannot be used against rental payments under any circumstances. Rent will be liable until ALL keys have been returned. A fee of £25 is payable at the start of a tenancy to cover the registering of the deposit.
- **Type of tenancy:** Your tenancy will (unless specifically advised otherwise) be an Assured Shorthold Tenancy. This will be for a minimum of 6/12 months as stated on the agreement. Once the tenancy agreement has been signed you are contractually committed for the full term. Unless specifically advised otherwise you will be responsible for the payment of all utilities i.e. Gas, Electric, Water, Council Tax, Telephone and TV licence. **CARD/KEY METERS MUST NOT BE INSTALLED. IF A CARD/KEY METER IS INSTALLED FOR ANY REASON THEN THE METER MUST BE RETURNED TO A CREDIT METER BEFORE THE END OF THE TENANCY OTHERWISE THE COST OF DOING SO (OFTEN UP TO £150 PER METER) WILL BE DEDUCTED FROM YOUR DEPOSIT PLUS AN ADMINISTRATION CHARGE OF £50.**
- **Gas Safety Certificates:** Where properties have gas appliances an annual safety check will be carried out and a certificate produced by the Gas Safe engineer. Copies of these certificates are left in the property however on vacating and cleaning these are often removed by Tenants and/or their cleaners. Should a copy not be in the property and you specifically require a copy then please do not hesitate to contact our office and we will provide one.
- **Energy Performance Certificate (EPC):** A copy of the properties EPC will be displayed on all advertising portals and a full copy can be downloaded for free by entering the property post code into www.epcregister.com
- **Moving in / Inventory checking:** Where instructed by the landlord we will arrange for a full Inventory & Schedule of Condition to be created together with colour photos of the property. This document will be given to you on the day you move into the property and you will be asked to check through this document as soon as you collect the keys. **WE WILL NEED TO COLLECT THIS DOCUMENT FROM YOU AT AN AGREED TIME ON THE DATE OF YOUR MOVE AND YOU SHOULD NOT MOVE ITEMS INTO THE PROPERTY UNTIL THIS DOCUMENT IS CHECKED AND COMPLETED AS REQUIRED. PLEASE THEREFORE ALLOW UP TO AN HOUR FOR THIS ON THE MOVING IN DATE.**

- **Early Termination:** If for any reason you vacate before the expiry of the fixed term (which the landlord will have to agree to beforehand), you will have to pay the rent and all other outgoings (including the council tax empty property charge) until a new tenant is in occupation. An additional administration charge of £100 will be deducted from your deposit to cover the costs of early termination. If you change your mind during this time and decide to stay in the property you will still be charged the £100 from your deposit to cover any costs we have incurred during the re-marketing.
- **Insurance:** It is a condition of the tenancy that tenants obtain adequate insurance cover. The cover should also protect you against loss or damage to landlord's contents, fixtures and fittings for which you are responsible as a condition of your tenancy – thereby helping you protect the deposit you have placed. You are free to place cover with any insurer, we can provide you with details of a specialist insurer if you wish. We will require a copy of the insurance schedule at the start of the tenancy, should you not be able to provide a copy of this, we will insist that cover is taken out before releasing the keys.
- **Renewals:** Approximately 2 months before the end of your tenancy, subject to the landlord's instruction, you may be offered the opportunity to renew your tenancy. If both parties agree to renew the tenancy, new agreements will be drawn up which you will be required to sign. A fee of £30 is charged for each renewal to cover administration.
- **Termination of tenancy:** If you decide to vacate at the end of the fixed term you will be required to give us a minimum of one month's written notice prior to this. If you neither vacate nor renew the tenancy for a further fixed term you will automatically go onto a periodic (month by month) tenancy. Under the terms of a periodic tenancy you are still required to give a minimum of one month's written notice from the rent due date; for example if you pay your rent on the 1st of each month you will be need to give one month's written notice from the 31st (or the last day of the month if the month is not a 31 day month) of the month to leave on the 31st of the following month (or the last day of the month if the month is not a 31 day month). If your landlord is serving you notice he has to give you 2 months' notice from the rent due date with the notice ending at the end of a rent payment period. On receipt of your written notice we will issue written confirmation of the request and provide you with vacating procedures and a vacating form.
- **Contractor access:** Once you are in a property you will be responsible for allowing access for any contractors etc. Should you wish for a representative of our company to visit the property and allow access on your behalf an administration fee of £25 will be charged per hour in attendance or part of. Please note we cannot guarantee being available to allow access to contractors, as they often cannot give exact times. You as the Tenant are expected to allow access or agree to the contractor using a set of master keys to gain access. Note - where access is required for emergencies and annual safety checks you agree that approved contractors can access properties using keys if you cannot be available at the property when they visit. Should a visit be arranged on the basis that you will be at the property and it is not possible to carry this out because you are not in an alternative date will be advised and you agree that access will be made using our master keys if you are not at the property
- **Property Visits:** We aim to carry out an initial property visit approximately 3-4 months into your tenancy and thereafter approximately every 6 months to ensure that our tenants and landlords are happy and any maintenance issues are dealt with. You will be advised in advance of these visits being carried out, should you not be able to attend the property visit we **will** carry this out using our keys and it would help us if you could leave a highly visible note of any items that you would like us to look at and/or report to the Landlord. Should a visit be arranged on the basis that you will be at the property and it is not possible to carry this out because you are not in an alternative date will be advised and you agree that access will be made using our master keys if you are not at the property.

- **Vacating a property:** At the end of the tenancy, we expect the property to be handed back in the same standard of cleanliness as listed on the original inventory i.e. if the carpets were professionally cleaned prior to occupation then you will be expected to have them professionally cleaned when you vacate, the same applies to ovens and other items - please note proof of cleaning (i.e. receipts from professional carpet cleaners etc will be required if applicable). **IT IS NOT ACCEPTABLE TO HIRE A RUG DOCTOR OR SIMILAR MACHINE TO CLEAN CARPETS AS THEY OFTEN LEAVE CARPETS WORSE THAN BEFORE CLEANING DUE TO OVER WETTING OF THE CARPETS AND THE WRONG CHEMICALS BEING USED. PROFESSIONAL CARPET CLEANERS ARE OFTEN CHEAPER THAN YOU THINK AND HAVE A RANGE OF CHEMICALS DESIGNED TO REMOVE STAINS AND NOT JUST CLEAN CARPETS.** If at the end of the tenancy any of the above works are not carried out money will be deducted from your security deposit to pay for the works to be carried out. The same applies if there are any damages or missing items.
- **Smoke alarms / Carbon monoxide alarms.** At the start of your tenancy the property will have been fitted with Smoke alarms and where deemed necessary by the plumbing and heating engineers, Carbon monoxide alarms. It is your duty to ensure that these are working throughout the tenancy and to replace batteries where required. Alarms should never be removed from the property and any faults should be reported immediately.
- **Legionella.** Legionella are bacteria found in hot and cold water systems (storage tanks, pipework, taps and showers, hot tubs). They are less common in domestic water systems but they can exist and some conditions make this more likely. Legionella can survive in low temperatures, but thrive at temperatures between 20 and 45 degrees C. However, high temperatures of 60 degrees C and above will kill them. The bacteria can be spread via showers and taps, especially if they have not been used for some time. Tenants who are older than 45 years, smokers and heavy drinkers, those suffering chronic respiratory or kidney disease, and anyone with an impaired immune system is at greater risk of infection. You can help combat the risk of Legionella by ensuring stored water in hot water cylinders are set to 60 degrees (care not to have these set too high as this can cause scalding), cleaning shower heads and taps regularly and removing any scale build up, running water systems for a short while after periods of inactivity to clear any "dead legs" in the pipework and ensuring cold water cisterns, lids and insulation are not touched and free of debris.
- All deposits for managed tenancies will be registered with the Deposit Protection Service where they retain the deposit money in a secure account. We are not members of a client money protection scheme.
- We are members of the Property Redress Scheme. Please visit www.theprs.co.uk for full details of this scheme.

I hereby confirm having read the above guidance notes and understand my full obligations and all of the points mentioned including the monies required and also the requirements regarding cleaning at the property.

Signed:

Date:

On behalf of and as authorised by all Tenants that are a party to the Tenancy agreement.

Can you afford the rent?

In order to pass our referencing service you will need to be able to afford the following:

MONTHLY RENT	ANNUAL INCOME NEEDED	GUARANTOR INCOME NEEDED		MONTHLY RENT	ANNUAL INCOME NEEDED	GUARANTOR INCOME NEEDED
£200	£6000	£7200		£860	£25800	£30960
£220	£6600	£7920		£880	£26400	£31680
£240	£7200	£8640		£900	£27000	£32400
£260	£7800	£9360		£920	£27600	£33120
£280	£8400	£10080		£940	£28200	£33840
£300	£9000	£10800		£960	£28800	£34560
£320	£9600	£11520		£980	£29400	£35280
£340	£10200	£12240		£1000	£30000	£36000
£360	£10800	£12960		£1020	£30600	£36720
£380	£11400	£13680		£1040	£31200	£37440
£400	£12000	£14400		£1060	£31800	£38160
£420	£12600	£15120		£1080	£32400	£38880
£440	£13200	£15840		£1100	£33000	£39600
£460	£13800	£16560		£1120	£33600	£40320
£480	£14400	£17280		£1140	£34200	£41040
£500	£15000	£18000		£1160	£34800	£41760
£520	£15800	£18720		£1180	£35400	£42480
£540	£16200	£19440		£1200	£36000	£43200
£560	£16800	£20160		£1220	£36600	£43920
£580	£17400	£20880		£1240	£37200	£44640
£600	£18000	£21600		£1260	£37800	£45360
£620	£18600	£22320		£1280	£38400	£46080
£640	£19200	£23040		£1300	£39000	£46800
£660	£19800	£23760		£1320	£39600	£47520
£680	£20400	£24480		£1340	£40200	£48240
£700	£21000	£25200		£1360	£40800	£48960
£720	£21600	£25920		£1380	£41400	£49680
£740	£22200	£26640		£1400	£42000	£50400
£760	£22800	£27360		£1420	£42600	£51120
£780	£23400	£28080		£1440	£43200	£51840
£800	£24000	£28800		£1460	£43800	£52560
£820	£24600	£29520		£1480	£44400	£53280
£840	£25200	£30240		£1500	45000	£54000

I/WE WISH TO PROCEED WITH AN APPLICATION FOR THE PROPERTY WHAT DO WE DO NOW?

Referencing forms are available from our office or may have been given to you at the time of viewing. Please ensure one form is completed for each adult occupant of the property. Forms should be completed as fully as possible and any additional information required be completed on a separate page. Missing information i.e. email addresses, telephone numbers etc will result in the reference process being delayed.

Please ensure the reference form has been filled in, signed and returned to us with the following documentation:-

- i) ID: Driving License or Passport
- ii) Utility bills showing name and address
- iii) P60 and most recent payslip
- iv) Bank Statements

The reservation fee as stated previously will be due when making an application for a property, please forward this along with the signed Guidance notes (this document) and the relevant referencing forms. On receipt we will check over your application forms and take copies of supplied documents (if required). The forms will then be sent off for referencing and the property removed from marketing (LET AGREED) subject to referencing. Referencing normally takes 2-5 days depending on how quick replies are received from employers etc.. Once your referencing is completed successfully we will prepare tenancy agreements and other tenancy documentation for you to collect.