

## PHILIP WOOLLER

## TENANTS INFORMATION SHEET

WE ARE DELIGHTED THAT YOU ARE CONSIDERING RENTING THROUGH PHILIPWOOLLER. TO HELP MAKE THE PROCESS RUN AS SMOOTHLY AS POSSIBLE WE HAVE CREATED THIS SHORT TENANCY INFORMATION SHEET FOR YOUR PERUSAL.

## SUMMARY OF TENANT CHARGES

NEW TENANCIES

Tenancy agreement £199.00 + VAT per property

REFERENCES

Individual £40.00 + VAT per applicant

Guarantor £40.00 + VAT per applicant

RENEWAL OF TENANCY

Extension of tenancy agreement £99.00 + VAT per property

DEPOSIT

Equivalent to 6- 10 weeks rent subject to circumstances.

INVENTORY (CHECK OUT)

To be paid at the end of the tenancy by the tenant(s). Costs differ depending on the size of the property.

## TENANCY INFORMATION

On acceptance of an offer to rent an administration charge equivalent to one week's rent becomes payable. This charge is not a holding deposit and the payment of the charge is not a guarantee that the landlord will agree the tenancy. This charge will be deducted from the total amount due prior to the start of the tenancy. This deposit is non-refundable should references come back declined or if you wish not to proceed with the tenancy. If the landlord does not wish to proceed with the tenancy then a refund will be granted to you.

We use a third party referencing agency, Letsure, who will be in contact with you directly via email to apply for your references.

We will register your deposit with the Tenancy Deposit Scheme and it will be held in our client account. The TDS are an independent insurance backed scheme who will arbitrate and resolve any issues that may arise in connection with your deposit.

A full inventory/condition schedule will be completed prior to your tenancy at the landlord's cost. This will be forwarded to you at the commencement of your tenancy. Please advise us in writing within seven days if you're not in agreement with the inventory.

The landlord will arrange for the property to be professionally cleaned (inc. windows & carpets) prior to the commencement of the tenancy. As tenant(s) it will be your responsibility to arrange for the property to be professionally cleaned to the same standard at the termination of the tenancy.

Each month's rent is required to be paid in advance. It is the tenants responsibility to set up a standing order with their bank to ensure that payment is received on the correct date. A copy of the bank mandate needs to be provided to us prior to the move in date.

Monies are due in cleared funds prior to the commencement of the tenancy. It is the Tenants responsibility to ensure funds are clear. Keys will not be released unless this is the case.

Due to money laundering regulations each tenant will need to provide a copy of either their passport or driving licence for us to keep on file.

If at any point during the tenancy the tenant(s) wish to change the named tenant(s) on the tenancy agreement, subject to the landlords approval, a charge of £199.00 + VAT will be applicable. Any prospective tenant(s) will be required to be referenced at a cost of £40.00 + VAT per applicant. Incoming tenant(s) would settle the portion of the deposit amount directly with the outgoing tenant(s). The original registered deposit remains untouched.

## GENERAL RENTAL INFORMATION

Tenants are responsible for the payment of council tax, electricity, gas, and water rates. It is the responsibility of the tenant(s) to ensure that utilities have been transferred into their name(s).

Tenants are responsible for insuring their own belongings. The landlord is responsible for the insurance of the building and his/her own contents. Under FSA regulation a tenant cannot claim reimbursement for any of their damaged contents under a landlords insurance policy and vice versa as this is deemed fraudulent.