



TENANT INFORMATION SHEET

RENTAL APPLICATION FORM

Should you decide to rent a property, a completed Rental Application Form is required for each individual proposing to rent the property, along with 2 forms of identification and a **reservation deposit of £200.00**. This reservation deposit is non-refundable should you fail your references, or decide not to proceed once the referencing procedure has begun. It is important to note that **until your application forms, reservation and referencing fees are received, the property will remain available**. Once you are accepted for the property the reservation deposit will be offset against the Security Deposit (one and a half months rent). We will liaise with you to agree on a start date for the tenancy. Should you change this date once the contracts have been drawn up, there will be a £50+VAT admin charge to amend the contracts.

REFERENCING FEES

A minimum fee of £150+VAT (£176.25) is payable for an individual. An additional fee of £50.00+VAT (£58.75) is payable for each additional individual. A company search fee of £200.00+VAT (£235.00) is payable in the case of a company let.

REFERENCES

We use Homelet who undertake referencing and credit checking for both you and your guarantor. This process usually takes 3 working days. If your guarantor proves to not be suitable for any reason and an alternative guarantor is needed, you will be charged this additional fee of £50+VAT. Please check with our office for guarantor suitability

SECURITY DEPOSIT

We require a minimum of one and half months rent as a security deposit, to be held as Stakeholder. This is returnable at the end of the tenancy in accordance with your Tenancy Agreement & Tenancy Deposit Scheme Agreement. Please ensure you fully understand the new legislation as of April 6th 2007. We will only return the security deposit as one single cheque or direct credit payment only. It is your

responsibility to separate it between any joint tenants.

INITIAL PAYMENT

The first months Rent, the Security Deposit balance and the Contract and Administration Fees must be received as cleared funds before the tenancy commences. If paying by personal or company cheque, this must be received ten (10) days prior to possession.

FUTURE RENTAL PAYMENTS

All rental payments are required monthly in advance via Standing Order. At the time of signing the Tenancy Agreements a bank Standing Order form will be presented for signature. Please ensure you have the correct bank details of the account the rent is to be paid from. The whole rent is to be paid via **ONE standing order** and can NOT be split between tenants. All rent payments will be made to an Accent Property Management Ltd (APML) client account.

INVENTORY & SCHEDULE OF CONDITION

A detailed Inventory and Schedule of Condition will be prepared for when you move into the property. This sets the benchmark for the condition of the property in terms of protecting your Security Deposit held by APML. The document will be checked and agreed & signed off by each tenant & Accent Property during the move-in. A checkout fee of £30+VAT will be charged for unfurnished properties and £45+VAT will be charged for furnished properties at the end of the tenancy.

INSURANCE

APML can provide a very competitively priced, tailor made insurance policy specifically designed for tenants. This can be set up quickly over the phone and can be paid either in full or by instalments. Please contact us for more information. The Landlord is responsible for the insurance of the buildings and any contents they own. You must ensure that you have your own insurance policy TO INCLUDE ACCIDENTAL DAMAGE TO THE LANDLORDS FIXTURES by the move in date – you will not be permitted to move in unless you provide a copy of your policy, nor

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will you be able to claim on the landlords policy should you experience a loss. CALL US FOR A QUOTE.

KEYS

A set of keys to the main entrance door will be provided for each adult tenant. We take your safety and security seriously. You are NOT permitted to cut new keys or change locks to the property without the permission of APML. If you lose a key or believe someone else has a key to your property you must contact APML without delay.

UTILITIES

We will read all the meters and advise you by letter of the readings, the relevant utility provider and phone number in order for you to set up your own accounts. We will, however, advise the Council Tax Office of your residence and will do the same when you move out.

You are permitted to change the suppliers of your gas, electricity and water. However, you must provide full details of who your suppliers are and provide copies of final utility bills when you leave the property. Your Security Deposit will not be released until we have these details.

You must organise the connection and disconnection of all telephone, cable and internet services yourself.

RETURNED CHEQUES/MISSED PAYMENTS

We regard the payment of rent on the due date to be of the utmost importance. A fee of £25.00+VAT (£29.40) will be charged as an administration charge in the event that the payment of rent is not received on the due date, unless prior arrangement has been agreed in writing by APML. Cheques returned to us unpaid will incur an administration fee of £25.00+VAT (£29.40).

DAMAGES AND ACCIDENTS

Any damage to the property or repairs required must be reported immediately to APML on 01223 500387, who will take the appropriate

action. We endeavour to undertake repairs as quickly as possible with the least hassle to you.

GENERAL

We take great pride in our business of property management. It is very important to us that you are happy in our property and that you feel at home. We ask that you co-operate with us to ensure that you, the landlord and APML all benefit from the situation.

VIEWING DETAILS

PROPERTY _____
RENT PCM £ _____
DEPOSIT £ _____
FEES £ _____
TOTAL £ _____

Full names of ALL applicants:

Head
App 1
App 2
App 3

Holding fee received (£200).....

Total application fees received.....

I confirm that I have read, understood and agree to the above information & sign on behalf of the whole tenancy:

Signed:
Signed:
Signed:
Signed:
Date: