



TENANTS GUIDE TO LETTINGS

Fees

Signing this application form provide us with your consent to obtain information regarding your credit status & obtain references on behalf of our client/s. We may use the services of any registered referencing agency. We have an admin fee of £300 + vat for the property. The cost for credit check/s & referencing is £99+vat per person (including any guarantor) We generally request £500 holding deposit as a sign of your intentions. **In the event you withdraw from the transaction or your references prove to be unsatisfactory, the holding deposit will not refunded.** All occupants or permitted occupiers over the age of (18 years) must appear on the AST.

DAMAGE DEPOSIT

Before commencement of the tenancy you will be required to pay a Damage Deposit equivalent to one months rent (this however is at the discretion of our client/s). The deposit can be used to pay for damages to the property, cleaning etc. The deposit will be held in a clients account as the agent or the Landlord as stakeholders under a Tenancy Deposit Scheme. Alternatively this will be forwarded into the Deposit Protection Scheme (DPS). Details of which will be indicated on signing of the Tenancy Agreement.

RENT PAYMENTS

If we are collecting the rent then all payments should be made by standing order on or before the rent due date. In the tenancy agreement there is a clause regarding late payments stating late payments or non payments will be subject to a further charge. You are advised to set up your standing order for at least 3 working days prior to the rent due date.

If you encounter any financial problems during your tenancy it is essential that you contact us immediately.

INVENTORY AND TENANTS OBLIGATIONS

Inventory Company may contact you to arrange a time to meet you at the property in order to go through the inventory and check you in to the property. It will be your responsibility to ensure you visit our office 1 hour prior to meeting the clerk in order to sign the Tenancy Agreement, Standing Order forms & pay the balance of monies due. Please note Kurtis Letting & Management reserve the right to charge £50 plus VAT in the event that you fail to attend your pre-arranged appointment. Tenants are expected to pay all utilities consumed including council tax and water. Proof of all bill payments may be requested at the end of the tenancy before the Damage Deposit is returned.

THE SERVICES WE OFFER TO LANDLORDS

We think it is important for you to know what our services and obligations are to both the Landlord and Tenant.

We offer two different services:

LET ONLY

Once you have moved in to the property all future dealings will be directly with the Landlord, including the return of the deposit.

FULL MANAGEMENT

Rent will be collected in advance from you/account & transferred to the Landlord/s account. We will on the landlord/s behalf organise any essential repairs, inspect the property on a regular basis & deal with any queries. **We act as agents for the Landlord for the landlord and as such accept no liability for the premises, repairs etc...** The purpose of any inspection is to check the condition cleanliness and maintenance of the property, you will be notified in advance of all appointment.

MANAGEMENT TELEPHONE NUMBER, INCLUDING EMERGENCIES (24hr) 020 8599 1007

UTILITIES

The tenant/s agrees that all accounts for Gas & Electricity will be transferred to the Tenant name/s for the duration of the let

TENANTS CONTENTS INSURANCE

We strongly recommend all tenants take out contents insurance which includes accidental damage to Landlords contents & at the end of the tenancy this might prevent deductions from Damage Deposit. Monthly payment can be made & a leaflet with more details can be obtained from our office.



ADDITIONAL CHARGES

1. EARLY TERMINATING OF TENANCY AGREEMENT

- A. 10% + VAT of the remainder of the rent on the contract
- B. Rental paid until a suitable replacement tenant is found

2. CONTRACT RENEWALS

£99.00 + VAT

3. LETTERS CONCERNING ANY BREACH (including rent arrears)

£20.00 + VAT

4. CHECK OUT: £70+ VAT

MISCELLANEOUS

PETS No clawed animals unless stated otherwise

POST All post addressed to any person not on the existing AST, should not be opened & marked 'Return to Sender'

CHANGING LOCKS Landlords written consent is required & the Agent must be supplied with 2 full sets of key/s

FINANCIAL INFORMATION REQUIRED

- 1/ Employers reference concerning length of service salary & whether the position is permanent
- 2/ Where applicable a Landlords reference may be requested
- 3/ Wage slips – last 3 months
- 4/ Bank statements – last 3 months
- 5/ Identification -
- 6/ Utility bill – at current address (no older than 3 months)