



**KURTIS**  
PROPERTY

Guide Notes for Tenants

# Tenant's Guide to Lettings

## Application to Rent and References

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 £360 including vat for the property. The cost for credit check/s & referencing is £118.80 including vat per person (including any guarantor) and £180 including vat tenancy agreement fee. We request £750 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 be 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 6 weeks 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 Tenant 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

1.2 The Tenant agrees that the letting agent may pass the Tenant's name and contact details to One Utility Bill for the purposes of:

- a. registering the gas and electricity meters at the property in the Tenant's name with the incumbent Energy Supplier providing gas and electricity to the Tenant and administering the Tenant's account with the incumbent Energy Supplier if applicable;
- b. registering the Tenant with the incumbent water supplier to the property.
- c. informing the relevant district Council of the new tenancy commencing.

### 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 will prevent deductions from Damage Deposit. We will refer your details to our agent Legal4Landlords who will contact you to discuss and a quotation.

### Additional Charges

**CONTRACT RENEWALS:** £180 incl vat

**CHECK OUT:** £84 incl 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

### Required Financial Information

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)

## Agree To Be Bound By Terms

I/We the undersigned have today paid the above sum in respect of our proposed tenancy of with a provisional moving date of subject to contract/completion of any works/vacant possession/referencing

Term of contract: 12 months

**DATE OF  
SIGNATURE:**

**SIGNED BY  
TENANT:**

**PRINT NAME:**

## On or Before the Day of Signing

|  |                     |
|--|---------------------|
| <b>Admin Fee:</b>  | £360 (£300 + VAT)   |
| <b>Credit Checks/Referencing:</b><br><i>(Per person)</i> | £118.80 (£99 + VAT) |
| <b>Tenancy Agreement Fee:</b>                            | £180 (£150 + VAT)   |
| <b>First Month's Rent in Advance:</b>                    | £                   |
| <b>Damage Deposit:</b>                                   | £                   |
| <b>TOTAL:</b>  | £                   |
| <b>BALANCE TO PAY:</b>                                   | £                   |

**PLEASE NOTE:** We only accept payments made directly to our account or payment by Visa/debit card. Any credit card payments will incur a charge of 3% of the total amount. All balance of funds to be paid a minimum of 24 hours before the move in date.

Any returned funds will be by debit card or bank transfer.

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