



Terms & Conditions for Tenants

Administration Fee

An administration fee of £360, 00 inclusive of vat this covers up to two applicants. There is an additional fee of £120.00 inclusive of vat per applicant. This covers your part of the tenancy agreement, references and administration costs.

Should any applicant require a guarantor there will be further charge of £120.00 inclusive of vat per guarantor to cover the cost of additional referencing and agreements.

Payable by cash, debit card or bank transfer, please note the administration fee is non-refundable.

Check In Fee

The tenant will be responsible for the cost of the check in all fees are inclusive of vat and is priced according to the size and furnishing –

One Bed Furnished	£114.00
One Bed Unfurnished	£108.00
Two Bed Furnished	£126.00
Two Bed Unfurnished	£114.00
Three Bed Furnished	£138.00
Three Bed Unfurnished	£120.00
Four Bed Furnished	£162.00
Four Bed Unfurnished	£126.00
Five Bed Furnished	£168.00
Five Bed Unfurnished	£138.00





Deposit

A deposit (equivalent to one and a half months rent) is payable in advance and is held against dilapidations at termination of the tenancy.

With effect from the 6th April 2007 legislation came into force which controls the way we hold deposits and the process to deal with any dilapidations at the end of a tenancy. It will be an offence for anyone to hold a deposit unless they belong to either an insurance based scheme or a custodial scheme. The two main aims of the scheme are: To ensure good practice in deposit handling and, to assist with the resolution of disputes by having an alternative dispute resolution service. Greenwood and Company have, since October 2006, been members of the TDS which is an insurance based scheme designed primarily for letting agents, our membership number is G01080.

Referencing

To take a property we require application forms completed by everyone over the age of 18 who will be living in the property.

We also require one form of photo I.D such as Passport or Driving licence and where applicable a copy of your work permit/visa.

All lettings are subject to satisfactory references being received and approved by our clients. These references are usually taken from prospective tenant's employer or accountant, present or previous landlords and a search of public records.

Tenancy Agreement

Your initial Tenancy Agreement is included in your administration fee, if you wish to renew your Agreement after the initial term there is a cost of £72.00 inclusive of vat.

Prior to Moving In

Before you move in we require cleared funds for the deposit, first month's rent and check in fee, this can be done by either bank transfer, debit card, cash or bankers draft.

Inspections

Please note if your property is managed by us we will carry out property inspections quarterly.





Important Additional Information

If you had a Check In with the Inventory Clerk then you will receive a copy of this and a copy of the Inventory a couple of days after you move into the property. This is for your information and should be kept.

The Landlord will have their own insurance for the buildings and some contents insurance. You should therefore take out your own contents insurance, even if the property is fully furnished, as the Landlords insurance will not cover any damage or loss to your own personal items. It would also be wise to ensure that any insurance you take out will cover accidental damage to the landlords belongings i.e. carpets etc.

If you had a Check In meter readings will have been taken. If you didn't have a Check In we will have strived to get meter readings for you and open the utility accounts in your name at the start of your tenancy. However from experience we know that it can take several weeks for the utilities companies to contact you, therefore if you have not received anything from them within say a month of you occupying the property you should make contact with them yourselves. The meter readings taken should be noted on your Check In Report, but if there is any doubt then please give us a call and we can advise you what they are. Please note however, that the utilities are your responsibility. You are also responsible for ensuring you have a current TV licence.

Your rent is due on the same date each month as your tenancy start date. We will have given you a standing order form which you need to complete with your name and address of your bank, your account name, sort code and account number. You should ensure you sign the form and forward it directly onto your bank in good time to set up the standing order before the next rent due date as this can sometimes take a couple of weeks. Please note this is a standing order not a direct debit therefore we can have no control over it.

During your tenancy you will be expected to keep the property in good order and are responsible for things like replacing light bulbs, batteries in smoke alarms, cleaning the windows inside and out, keeping the garden maintained - even if the landlord pays a gardener themselves - should he not attend for any reason, ultimately the responsibility for the upkeep of the garden is yours.

Your landlord is responsible for maintenance of the property and will make necessary repairs to any of the appliances, heating, water and electrical systems etc. If there are any maintenance issues you should report them to us as soon as possible or your landlord, if we are not managing the property for him. We will make every endeavour to have any issues dealt with as quickly as possible especially if it involves heating or plumbing. However, we are reliant on finding a contractor who can deal with the matter quickly therefore it may not necessarily be on the day you report the problem.

You will have signed an Assured Shorthold Tenancy Agreement for a fixed term of either 6 or 12 months. We will make contact with you two months before the end of your tenancy to enquire what your plans are. If you wish to renew the tenancy and your landlord also wishes to do so we will draw up the new tenancy agreement. Should you wish to vacate at the end of the fixed term we will require either one or two months written notice depending on what tenancy you took out initially. Should your landlord wish to bring the tenancy to an end he will have to give you two months notice.

