

TENANT'S GUIDE

The purpose of this guide is to inform Tenants of the procedures and requirements relating to a typical tenancy. It is important that you read it carefully.

TENANCY APPLICATION / REFERENCES

When you have found a suitable property to rent you will complete an application form. We will then take up the following references on behalf of our client, the Landlord;

1. Bank (your bank will charge a nominal fee for this service)
2. Employers / Accountant / Copy Pay Slips
3. Personal (not a relative) / Guarantor
4. Previous Landlord (if applicable).
5. Credit check / Copies of Bank Statement for 3 Months
6. Copy of Driving License / copy passport

A payment to indicate your commitment is required when you submit your application and is held against expenses. If your application is successful this payment will be deducted from your 'initial monies'.

The payment is non-refundable should your application be unsuccessful or withdrawn. Please note that this money in advance does not constitute a tenancy or offer of a tenancy but is required as proof of your serious intention to proceed. We also require a fee of £65.00 per person for credit check.

TENANCY AGREEMENT: Before any tenancy begins you will sign a Tenancy Agreement outlining Landlord and Tenant obligations.

DILAPIDATIONS DEPOSIT: Before your tenancy commences you will be required to pay a dilapidations deposit equivalent to one month's rent. This deposit is held by The Deposit Protection Service. The cost for registering your deposit is £35.00 (inc. VAT).

TERMINATION: A Tenant entering a Shorthold Tenancy is legally bound to pay the rent and perform the other obligations under the tenancy agreement for the full term entered into, even if he/she chooses to leave before the end of the fixed term.

WHEN DO YOU SIGN AND WHAT DO YOU PAY? Once acceptable references have been received and approved by the Landlord a date will be agreed for the commencement of your tenancy. It is important that you sign the Tenancy Agreement and pay the 'initial monies' well in advance of this date.

INITIAL MONIES: First month's rent in advance. Dilapidations deposit. 'The initial monies' must be paid by Bankers Draft, Building Society Cheque (made payable to Choice Homes) or in cash. We also accept payment by Debit Card.

RENT PAYMENT: All rent is payable in advance, by Direct Debit, on the 1st of each month. Should any action be taken by Choice Homes for late or non-payment of rent a charge will be levied. If you experience any financial problems during the course of the tenancy it is essential that you contact Choice Homes immediately.

THE INVENTORY AND SCHEDULE OF CONDITIONS: An inventory and schedule of conditions of the property, its contents, furniture, fittings and effects will normally have been prepared. This will be checked and agreed with you at the commencement of your tenancy. It is important that you take care in agreeing the inventory and schedule of conditions at this stage as this document will form the basis of any dilapidation's claim by your Landlord at the end of the tenancy. At the end of tenancy the inventory and schedule of conditions will be checked again, the cost of which is borne by your Landlord. In your own interests we strongly recommend that you are present at both the check-in and check-out.

TENANT'S OBLIGATIONS: You should be aware that responsibility for the property rests with the Tenant during any tenancy. It is particularly important that when you are absent from the property at any time it is fully secured and that during the winter months the necessary steps are taken to prevent freezing of the water and heating system. In Leasehold properties, mainly flats and maisonnettes, the Tenant will be bound by the rules and regulations affecting all residents within the block contained in the head Lease.

PROPERTY VISITS: All properties managed by Choice Homes will be subject to regular visits. The purpose of these is to check the condition of the property, its cleanliness, garden maintenance and the way in which the tenancy is being conducted generally. A mutually agreeable appointment will always be made in advance with the Tenant.

UTILITIES: Choice Homes has teamed up with Tenant Shop to streamline your registration process with the local council, water supplier and energy provider. Tenant Shop will notify all the necessary organisations that you have arrived and provide your contact information, moving in date and meter readings where applicable.

Data Protection

Tenant Shop Limited acts on our behalf to notify the local council, water supplier(s) and energy provider(s) in line with your tenancy start date and secondly to supply notifications to the local council, water supplier(s) and energy provider(s) from the date that you vacate the property. Tenant Shop will only use your information for the purpose of council and utility registration, closing of council and utility accounts. Tenant shop may contact you by Text, Phone and/or Email to offer you Energy, Insurance (if applicable) and Media comparisons for your new Tenancy. Call Centre comparisons are completely optional for you (the tenant) and you can opt out at any time by emailing customerservices@mytenantshop.co.uk

TELEVISION LICENCE: You are responsible for the television licence.

COUNCIL TAX: It is the Tenant's responsibility to pay the Council Tax directly to the local authority

INSURANCE: The Tenant is responsible for insuring his/her own personal effects and furnishings.