

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.

HOLDING DEPOSIT: A payment equivalent to one weeks rent indicating your commitment is required and is held against initial rent if your application proves successful. There are exceptions where the Landlords may withhold deposit monies (1) tenant withdraws (2) tenant does not take reasonable steps to commence the tenancy (3) tenant fails a right to rent check or provides misleading information affecting their suitability to take on a tenancy.

TENANCY APPLICATION / REFERENCES

Once you have selected a property and paid the holding deposit you will be required to complete an on line application form and reference.

TENANCY AGREEMENT: Before a tenancy commences you will be requested to 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.

TERMINATION: A Tenant entering a Shorthold Tenancy is legally bound to pay the rent for the full term entered into although the tenant decides to vacate 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.

INITIAL MONIES: First month's rent plus a deposit equivalent of one month's rent. This deposit will be held by the Deposit Protection Service. All monies must be paid by Direct Debit.

RENT PAYMENT: All rent is due on the first day of each month. payable in advance, by Direct Debit, on the 1st of each month. Should any action be required to 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 security of the property rests with the Tenant during the term of the 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' appropriate measures are taken to prevent freezing of the water and heating system. In Leasehold properties, the Tenant is bound by the rules and regulations 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, 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.

DEFAULT CHARGES: Choice Homes will charge for (a) the replacement of lost keys or other security devices (b) incur interest at 3% plus BoE base rate on rent overdue (c) any variation or assignment of the tenancy.

UTILITIES: Choice Homes has teamed up with Home Shift to streamline your registration process with the Local Council, water and energy providers. Home Shift will notify those organisations that you have commenced your tenancy and provide them with your meter readings plus your contact details.

DATA PROTECTION:

Home Shift acts on our behalf to notify the above organisations and will only use your information for the above purposes.

Home Shift may contact you by Text, Phone or Email to offer you Energy, Insurance and Media comparisons for your new Tenancy. Call Centre comparisons are completely optional for you.

TELEVISION LICENCE: You are responsible for a television licence.

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

INSURANCE: The Tenant is responsible for insuring personal effects and furnishings.