

When applying for a Tenancy.

Acceptance of any offer will be subject to contract, referencing and immigration checks. You will need to pay the Rent and Deposit that is due under the Tenancy.

Referencing

You will be asked to complete an application form prior to referencing. We use an independent referencing agency to carry out all final checks. Every person, over the age of 18 that will be living at the property, must complete an application form. You will be asked to provide original photographic Identification (e.g. passport, National ID card, VISA, resident permit, driving licence) and Proof of Residence (copy of a utility bill, council tax bill or bank statement all of which must be less than 3 months old).

You should consider whether you have a guarantor. Although you might not need a guarantor it might become apparent during referencing (including references for any joint tenants) if something historical comes to light. Where a guarantor is required, they will need to complete an application form and provide photographic identification and proof of residence.

Referencing will cover a checks against credit and public records of the individual, an Anti-Money Laundering check, confirmation of employment and salary details, confirmation of previous tenancy details, right to rent checks, reporting the results of all those checks to your prospective landlord to see if your application is acceptable.

Right to Rent Act 2014

Before you are granted a tenancy by your Letting Agency, you will have to demonstrate your eligibility under the Right to Rent Act 2014 to establish your immigration status and whether you are legally entitled to rent a property within the United Kingdom.

The Immigration Act applies to EVERYONE wishing to rent a property within the United Kingdom. Whether you are a British national, from a member state of the European Union or from anywhere else in the world, the validation of your immigration status is

required by law.

Tenant deposit

As of 1st June 2019, Landlords in England are limited to the equivalent of 5 weeks rent for new and renewed tenancies (or 6 weeks if the annual rent is £50,000 or more). This is calculated by dividing the annual rent by 52 and multiplying by 5 (or 6 if rent is £50,000 or more) and will be required to be paid at the start of the tenancy. This is subject to referencing.

Tenant Fees Act 2019

This Act permits certain fees and/or charges to be made, to the tenant, under the following circumstances:

PERMITTED PAYMENTS SCHEDULE – ASSURED SHORTHOLD TENANCIES

Holding Deposit (per tenancy) must be paid on application. This is equivalent to one week's rent. This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days.

Security Deposit (per tenancy on rent under £50,000 per year)

This is equivalent to five weeks' rent. The Deposit will be registered with the Deposit Protection Scheme.

Unpaid Rent

Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent

is more than 14 days in arrears. Unpaid or late rent will incur a charge of £25.00

Lost Key(s)

Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant.

Variation of Contract (Tenant's Request)

£50 (inc. VAT) per agreed variation. This is to cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.

Added Tenant to the Tenancy Agreement (Tenant's Request)

£50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher. This is to cover the costs associated with taking landlord's instructions, new tenant referencing including Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.

Early Termination (Tenant's Request)

Should the tenant wish to leave their contract early; they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

Tenancy Terms

Please ensure that you are fully aware of the letting terms and conditions in relation to the property you are applying for. You should have read the full letting details and be aware of any restrictions that may apply.

Pets

Landlords do not normally allow pets. Should you own a pet, please discuss this with us

prior to submission of your application form.

Tenancy Agreement / Letting

Following receipt of satisfactory references, LetCo Letting Agents will confirm the tenancy start date, term of agreement, conditions relating to the property and organise payment of rent and deposit. Prior to a tenancy commencing you will normally be required to sign a standard Assured Shorthold Tenancy Agreement, which is usually for a period of six or twelve months. A Tenancy Agreement will fully explain and detail the terms and conditions of the tenancy any other special conditions that relate to the property.

Rental Payments

The first months' rent (less the holding deposit) is due in cleared funds prior to the tenancy start date, but after you have signed your part of the tenancy agreement, payable by direct bank transfer. All future rent is payable in advance by standing order either direct to the landlord or into Letco Letting Agents Ltd Client Account.

Deposit

Before the tenancy commences you will be required to pay a deposit equivalent to 5 weeks rent. The deposit is held in the Deposit Protection Scheme for the duration of the tenancy against any damages or expenses arising during your tenancy. It will be released when the property has been fully vacated and a checkout inspection is completed. All rent paid up to date and all keys returned to the Landlord / Agent.

Schedule of Condition and Inventory

When the landlord requires an inventory, this will be provided to you at the commencement of the tenancy requiring you to check it and sign a copy in the office. You will receive a duplicate copy requiring you to check the same at the property and return back to us within 7 days with any alterations. It is important that you take care in checking the Inventory at this stage, as it will form the basis of any claim for damages by your Landlord at the end of the tenancy.

Tenants Obligations

The responsibility for the property rests with the tenant during any tenancy. It is particularly important that any gas or electrical problems are reported immediately and the property is fully secured when you leave it unattended. During the winter months, steps must be taken to prevent the freezing of water and heating systems. In addition,

you will be liable to maintain the interior décor of the property to include carpets, and any fixtures and fittings. The garden, paths and driveways form part of the property.

Property Visits

All managed properties will be subject to regular visits. The purpose is to check the condition of the property and ensure that the tenant has no concerns or issues which have not been reported.

Utilities/Council Tax

On signing the Tenancy Agreement you are liable for the service utility charges relating to that property to include gas, electricity, water and drainage plus the council tax. The utility companies and local authority will have been notified of your occupation along with meter readings, if the property is managed by us. If the property is managed directly by the Landlord, you will need to contact these companies to let them know of your occupation.

Television/Telephone & Broadband Connections

You are responsible for the television licence regardless of whether or not a television is provided by the Landlord.

Tenancy Renewals

Approximately two months prior to the end of the initial fixed term we will write to you asking for confirmation concerning your intentions and whether you would like to remain in the property and extend the tenancy for either a further fixed term or on a rolling Statutory Periodic basis.

Insurance

The Tenant is responsible for insuring their own personal effects and furnishings. It is important that as a tenant you are adequately protected and covered for any damage you may cause to landlords' buildings or contents.