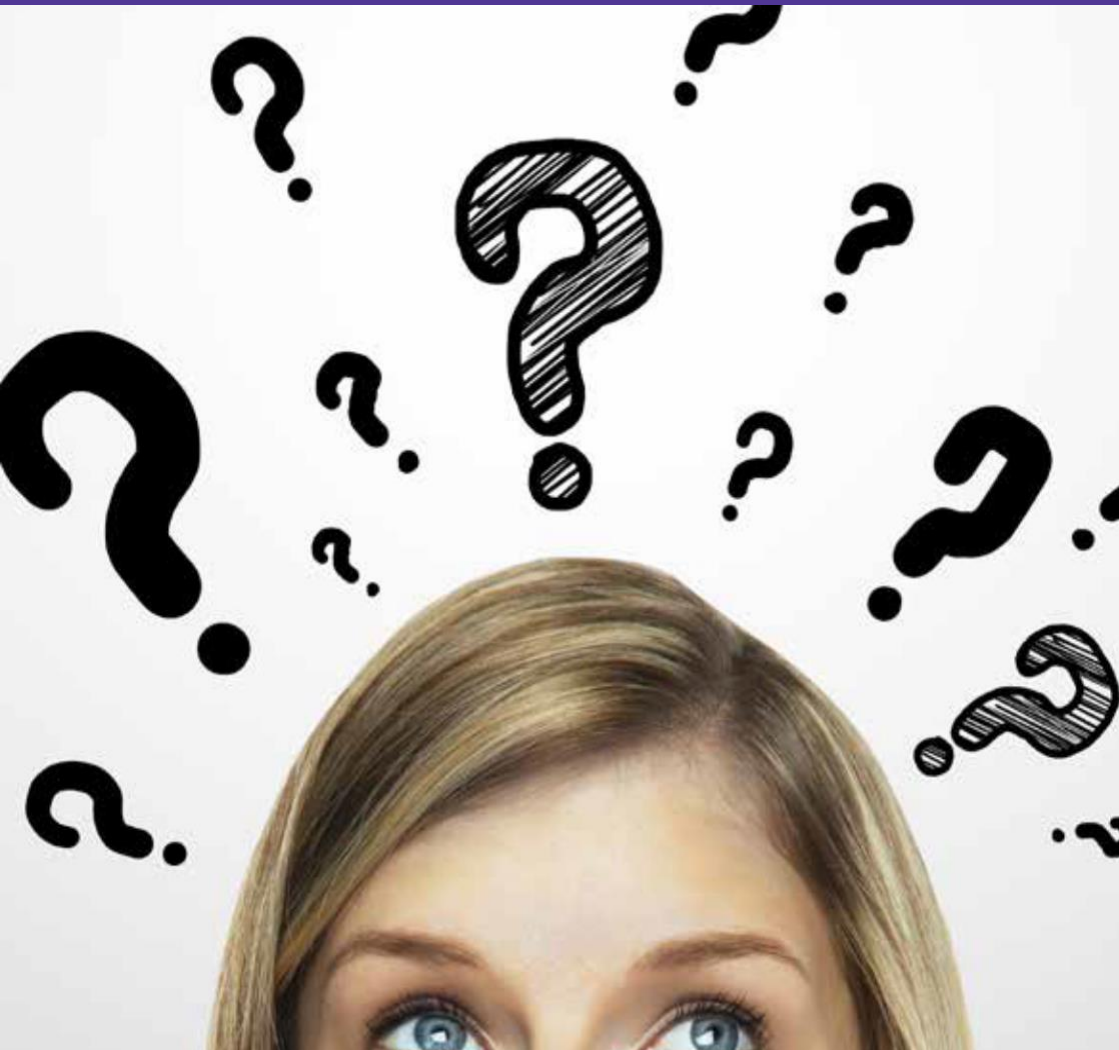




ALBION
SALES & LETTINGS

Tenants information and details of permitted tenancy charges



Once you have viewed the property and have decided you want to take the property, ALL applicants will be asked to provide us with the following information **BEFORE** we carry out a reference check:

- A credit report that has been completed in the last month to prove you have no County Court Judgements, Bankruptcy or IVA's on your credit file.
- Last three months bank statements
- Last three month's pay slips or last HMRC tax calculation to prove your income
- A current Bill (council tax, gas bill, bank statement with your current address on it) to prove where you currently live.
- Photo identification: (passport, driving license or identity card) to prove your identity.
- If you are a NON- European Citizen, we will need to see your Visa documents to prove you have the right to rent in the UK
- You should state to us how your current tenancy has been conducted (eg have you missed any rent payments or had periods of non-payment of rent, have you caused a nuisance or ever been evicted from a rental property
- When we have the above documents & information, we will complete a full reference check including credit check on each person over the age of 18 who will be contributing towards the rent.

The Reference check will consist of a full credit check, Employers reference or Accountants reference, current Landlord reference, right to rent checks and a check that you are registered on the electoral role.

There is NO charge for this.

If you require a guarantor to support your application, they will be required to provide the above information and will have to undergo a full reference check.

If you do not have a guarantor and have a poor credit history, we may ask for additional financial assurances. We may ask that you pay an additional amount of rent in advance

The standard requirement before move in is one month's rent payable in advance at least 48 hours before the tenancy is due to commence & a damage deposit equivalent to 5 weeks rent.

Paying rent, utility bills & communication bills

You will be legally bound to pay the agreed rent on the day that its due as per the tenancy agreement. You will be responsible for paying for all utilities & communication services connected to the property during your tenancy (Gas/electric/water/council tax/broadband/telephone/satellite TV etc) unless it has been agreed that bills are included in the rent.

You will be required to provide the utility suppliers with meter readings when you move in and ensure that you are registered as the bill payer. You are also responsible for providing closing readings at the end of your tenancy and you should provide the suppliers with your forwarding address.

We will be happy to make recommendations to you for suppliers that may be able to save you money during your tenancy.

Damage deposit & Keeping pets in the property



Each tenancy is subject to a damage deposit capped at 5 weeks rent for all rents up to £50,000 per annum. You may also use a deposit replacement scheme if this is permitted by your Landlord.

You may only keep a pet in the property if the Landlord has given your permission. No additional deposit will be charged for pets to be kept in the property.

ALL damage deposits paid on an assured shorthold tenancy will be registered with a Government approved scheme. Damage deposits are refundable at the end of the tenancy subject to a satisfactory check out. Any deductions that are proposed from the damage deposit will have to be agreed with you before any funds can be taken.

We will issue you with a basic schedule of condition and inventory of the property at the start of your tenancy and colour photographs will be taken. This document will be referred to when we complete the final checkout inspection of the property at the end of your

tenancy. Any damages or dilapidations above fair wear & tear may be deducted from your damage deposit in line with legislation.

You may want to consider taking out an additional insurance policy to protect the Landlords property against any accidental damage during your tenancy. This is called "Tenants liability insurance ". If you accidentally burn the kitchen work surface by placing a hot pan on it, you can claim on your insurance rather than being charged from your damage deposit. We will be happy to give you details of a provider if you chose to take out insurance.

Late payment of rent

If your rent is 14 days or more overdue you will be charged daily interest on the unpaid amount of **3% above the Bank of England base rate**. For example, if your rent is due on the 1st of the month and you do not make payment until the 18th day of the month, you will be charged interest for 3 days.

Loss of keys or security fobs

If you lose keys to the property or you lose a security entry fob you will be charged the cost of a replacement. When you move in, we will give you ONE set of keys to the property. If we have more than one set available, we will be happy to give you another set. If you require more keys, you will have to arrange for these to be cut at your own expense.

Changes to the tenancy agreement

We will make a charge of £50 for each amendment that you request to be made to the tenancy agreement. This could include adding an additional tenant onto the agreement or an amendment allowing you to keep pets in the property.

Early termination of your tenancy

It costs your Landlord money every time we find Tenants for the property. If you terminate your tenancy at any point prior to the end of the fixed term, you **may** be charged the early termination fee. The amount you will pay will depend on how long of the fixed term is remaining and how much it will cost for the Landlord to find a replacement Tenant. For example, if you decide you want to leave after three months into a 12- month tenancy agreement you may

be liable to pay a considerable amount of rent to the Landlord as legally you are responsible to pay the rent until the end of the fixed term of tenancy.

A fee may not be charged at all in some cases. If a fee is charged, it must be *justified and reasonable*. The following factors will be taken in-to account:

- **How long is the remaining fixed term of the Tenancy agreement & how much rent is due.**
- **The cost of advertising the property**
- **Associated travel costs in completing viewings.**
- **The Cost of referencing new tenants**



We hold full Client Money Protection Insurance & we are members of the Property Ombudsman & the UK Association of Letting Agents

Pop in and see us:

62 Water Lane, Wootton, Northampton NN4 6HG

We are open Mon – Fri 9am – 6pm & Saturdays 9am -5pm (excluding bank holidays)

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