



Tenants Information sheet

Tenancy

The rental contract offered is for 12 Months and is known as an 'Assured Shorthold Tenancy', if the rent is £100,000 per annum or less. For rents over £100,000 per annum a 'High Rent' tenancy agreement will be used.

Holding Deposit

If you are interested in renting one of our properties, you will be expected to pay a holding deposit of two week's rent of the asking price and 50% of the applicable administration costs laid out below. Should the tenancy go ahead, that money will be used as the initial payment of your 6 weeks damage deposit. Should you subsequently pull out, fail to move in on the agreed date, or should your credit or employment references fail, you will forfeit your holding deposit. Please note we cannot accept a personal cheque as payment.

If the Landlord withdraws the property from the market for any reason *other than* the reasons mentioned above, your deposit will be returned to you.

The holding deposit is to:

- Show you are willing to move into the property on an agreed date
- Enable us to proceed with references
- Enable us to take the property off the market

References

Prior to the tenancy being offered, credit, employer, previous landlord and bank references may be obtained in respect of all tenants by professional referencing agencies acting on our behalf. Any offer of a Tenancy is strictly subject to satisfactory references being passed.

Proof of Identity/Residency

You **MUST** supply us with Proof of Identity, consisting of a current proof of address (bank or utility statement) and one form of Photo Identification (Passport or Driving License Only). If you are a foreign national, we require proof of residency, e.g. a residence permit or visa.

Rent

Rent is due **monthly in advance** and **MUST** be paid by Standing Order. You will need to complete one of our Standing Order Mandates before moving in.

Should your rent not be received with 5 days of the Rent Due date, Madley Property and/or the Landlord reserve the right to take any amount due for administration costs due to letters sent as laid out in your tenancy agreement, via a Debit/Credit Card transaction using the details of the credit card given to Madley Property below.

Please note there is a Handling Fee charged for this of 3.5% of the total amount due.

Should my rent fall 5 days or more in arrears, I irrevocably hereby authorise Madley Property/and or the landlord to deduct the amount due for administration costs in regards to letters sent about any outstanding rent as laid out in the tenancy agreement from the following card details (Should my card details change during the tenancy, I agree to provide the new card details to Madley Property immediately.):

Debit/Credit Card (VISA/MASTERCARD/SWITCH/MAESTRO)

Name on Card:

Card Number:

3 Digit Sec.Code:

Start Date:

Expiry Date:

Issue No:

Registered address:

Signed: Dated:

Administration Charges – New Tenancy

(This includes the cost of preparing the Tenancy Agreement and obtaining references.)

1st applicant £295 +VAT

Two applicants £375 +VAT

Each extra applicant £65 +VAT

Renewal of Tenancy

Provided both parties are willing, the tenancy may be renewed for a further fixed term. A charge of £105 +VAT is payable for the renewal or the tenancy and for drawing up the renewal documents.

Deposit

Prior to moving in to the property, you are required to lodge a deposit equivalent to **six weeks rental**. This is held until the end of the tenancy against dilapidations only. If the property is managed by Madley Property, the deposit will be held in a designated clients' deposit account and will be returned shortly after the end of the tenancy. If the property is not managed by Madley Property, the landlord may hold the deposit.

Move In and Check Out Procedure

An independent inventory clerk or your landlord will meet you at the property on the date you move in and go through the apartment with you. An up to date inventory will then be posted to you once moved in.

It is your responsibility to make sure you inform us if you do not receive it within 7 days of moving in. You are expected to check and sign this and return in to Madley Property within 7 days of receipt. If you do not return a signed copy of the Inventory, or do not inform us in writing of any corrections to the Inventory, it will be deemed that you accept the Inventory as it stands. If an electronic entry card/fob is required for access to the property, then you may be charged for the cost of this. At the end of the tenancy, the amount will be refunded to you provided the fob is returned with original proof of payment.

When the tenancy ends, if Madley Property managed the property, a check out report will be prepared and the cost of this is payable by the tenant. Please note, if the tenant fails to attend the check out appointment without giving 3 days notice, a cancellation fee will be added to the cost of the check out at the current rate.

Check Out £95 + VAT (Subject to the condition of the property this may increase)

Utilities and Telephone

All monthly rents are exclusive of utility charges and telephone bills. You are required to transfer the utility supplies for **gas, electricity, water** and the **telephone** in to your name at the start of the tenancy.

Telephone Connection

To discuss connection with British Telecom Customer Services dial **150** from the UK. If you are calling from overseas, you will need to dial your own International Operator who will connect you to our International Operator on 153. Ask for British Telecom Customer Services.

Council Tax

This is not included in the rent. It is the sole responsibility of the Tenant to pay this for the duration of the tenancy. You must inform the Local Authority at the start of the tenancy that you are resident in the property. A list of up to date charges for the various Boroughs is available on request. If you are the sole occupier, you may be entitled to a discount.

TV Licence

You are responsible for the payment of the TV licence, regardless of whether the television was provided by the Landlord. (£135.50 a year approximately)

When you sign the tenancy agreement, and before moving in you will need to bring the following:

- One calendar month's rent (calculated: rent per week x 52 ÷ months)
- Six weeks Deposit
- The remainder of the Administration/Check in Fees
- Signed Standing Order Mandate
- 1 form of photo I.D & 1 proof of address.
- 1 Debit/Credit Card

Amounts due must be paid in cleared funds, for example, bankers draft or direct bank transfer

I/We confirm that we have read and agree to the terms herein:

Date:

Name/s:

Signed:

Property address: