



# Lawton & Dawe Properties

## WELCOME TO LAWTON & DAWE PROPERTIES TENANTS GUIDELINES

- **FINDING A PROPERTY**

Website [www.lawtonanddawe.co.uk](http://www.lawtonanddawe.co.uk) – updated daily

Website [www.zoopla.co.uk](http://www.zoopla.co.uk) [www.onthemarket.com](http://www.onthemarket.com) [www.primelocation.co.uk](http://www.primelocation.co.uk)

- **PROPERTY DETAILS**

Rents are per calendar month and utility bills are not included (unless stated).

Details of properties are available including photographs

- **VIEWING**

Telephone or email to arrange a time convenient to you allowing 24 hours notice

We will accompany all viewings between 9am-6pm Monday to Friday and 9am –

4pm on Saturdays and Sundays. By arrangement early or later appointments can be made subject to availability.

- **REFERENCES**

These will be taken up on any proposed occupier of the property or guarantor over the age of 18 and will include a credit search, employment reference and previous landlord reference or similar. Please be aware should the references not be satisfactory, or potential issues not disclosed from the outset, we will retain the holding fee.

- **LEGALITIES**

Tenancies are for a minimum of six months with a **two month notice period**. You will be required to sign the tenancy agreement prior to the tenancy starting. Your Deposit will be held by us as Stakeholder and administered as required by the Housing Act 2004 for your protection.

- **INSURANCE**

Under the terms of your tenancy agreement, you will be legally responsible for any damage you cause to your landlord's property and possessions. To protect the landlord as well as ensure you are not faced with large repair bills, we strongly advise that you have at least £2,500 insurance cover in place prior to moving in, to cover accidental damage to your landlord's property and possessions. This is usually called "Tenant Liability Insurance" by most providers.

**How do I get insurance cover for this? :** You may already have insurance cover for this. Some home/tenant's contents insurance policies include this, you would need to check with your policy wording or current insurance provider to check if you have this cover. If you do not have this cover, you are free to purchase from the provider of your choice. You should be aware that not all contents policies include this cover and we would recommend that you check with the insurance provider before purchasing. We can suggest a suitable insurance provider who can offer a stand-alone liability policy as well as full tenant's contents insurance which also includes the required liability cover.

### **PAYMENTS REQUIRED PRIOR TO TENANCY STARTING**

1. **TO SECURE THE PROPERTY and ensure no further applicants are shown the property** – a holding deposit of **one week's rent** will be taken. Should the tenancy proceed (subject to contract and referencing) the deposit will be used to offset one week of the deposit. Please note – This will be withheld if any relevant person (including guarantors) withdraw from the tenancy, fail a right to rent check, or provide materially significant false or misleading information, or fail to sign their tenancy agreement / deed of guarantee within 15 calendar days (or other deadline for the agreement as mutually agreed in writing).
2. **DEPOSIT - THE EQUIVALENT OF 5 WEEKS OF THE MONTHLY RENTAL** - held as security against any breach of the tenancy agreement on your behalf – registered with an approved government backed scheme.
3. **RENT** paid in advance (by standing order after the first month) The rent is due on the **FIRST** day of every month and will be pro rata from the tenancy start date.



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## PERMITTED CHARGES DURING TENANCY

- **£50 Variation of contract** – this is to cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.
- **Lost keys or other security devices** – Tenants are liable to replace any lost keys or security devices. If the loss results in the locks needing to be changed – the cost of the locksmith and replacement keys for the tenant, landlord and any other persons requiring keys will be charged to the tenant.
- **£50 Change of sharer (tenant's request)** – per replacement tenant. To cover the costs associated with taking landlords instructions, new tenant referencing and Right to Rent checks, deposit registration as well as preparation of new legal documents.
- **Early termination (tenant's request)** Should the tenant wish to leave their contract early, they shall be liable for the landlords costs in re-letting the property as well as all rent due under the tenancy until the start of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

## Next Steps...

You can pay the non-refundable reservation fee of half a month's rent by;

**1. Bank Transfer to HSBC, Lawton & Dawe Client Account**

Account number 73664120 Sort Code 40-25-03. Please use the first line of the property address as a reference.

**2. By cheque made payable to Lawton & Dawe Properties Ltd**

**3. By cash to our office at 99 Portland Road, Hove, East Sussex BN3 5DP.**

Once the funds have been received you will be issued a copy of our Tenants Guide which needs to be completed and signed by all prospective tenants. Once the Landlord has agreed the offer subject to contracts and references we will commence your referencing.

This process can take up to 7 days but we will endeavour to complete these steps as soon as we receive your paperwork.

If you have any questions please contact the office on **01273-917791**.