



TENANTS GUIDELINES

- **FINDING A PROPERTY**

Website: www.ldpl.co.uk – updated daily

Website: www.zoopla.co.uk www.onthemarket.com www.primelocation.co.uk and our own social media

- **PROPERTY DETAILS**

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

Details of properties are available including photographs, holding fees and council tax bands are available on our website and by request

- **VIEWINGS**

Please telephone or email to arrange a time convenient to you allowing at least 24 hours' notice

We will accompany all viewings between 9am-5pm Monday-Friday, and by arrangement at the weekend

- **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 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 6 months with a **two month notice period**. You will be required to sign the tenancy agreement before the tenancy starts. Your Deposit will be held by us as Stakeholder with TDS 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 your policy wording or with your 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 require liability cover.





PAYMENTS REQUIRED PRIOR TO TENANCY STARTING

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

PERMITTED CHARGES DURING TENANCY

- **£50 (inc VAT) per Variation of contract (tenant's request)** – this is to cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents. This cost applies per variation.
- **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. This cost applies per key / device.
- **£50 (inc VAT) 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. This cost applies per sharer change.
- **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. This cost applies per tenancy.
- **Unpaid rent** – The Tenant Fees Act states if rent is more than 14 days overdue, a landlord or letting agent can add interest to the unpaid rent amount. The interest can be no more than 3% over the Bank of England's base rate for each day the rent is outstanding. These charges will apply per tenancy.

Next Steps...

You can pay the non-refundable reservation fee of one weeks rent:

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

Once 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**.

