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## **INFORMATION FOR TENANTS OF RENTED PROPERTIES**

### **HOLDING DEPOSIT**

A deposit of £500 is required prior to references being taken up, subject to contract, and will be deducted from the first month's rent. Should the tenancy not proceed prior to occupation the preliminary deposit is **non returnable**. We now accept payments by Credit/Debit card.

Please note that where there is an open day on a rental property we will put all offers to the landlord who will then make a decision.

### **REFERENCES**

An independent referencing service will take these up. A charge for referencing is made, and this is based on the rent. This will be added to your invoice, for every tenant referenced.

RENTS UP TO £1,000 PCM	£ 95 + VAT
RENTS UP TO £1,500 PCM	£120 + VAT
RENTS UP TO £2,000 PCM	£145 + VAT
RENTS ABOVE £2,000 PCM	£165 + VAT

### **AGREEMENT**

Before occupying the property a draft tenancy agreement will be forwarded to you, which will set out the terms and conditions of the letting. As tenants you will be required to pay an administration fee of £250 plus VAT. Prior to commencement of your tenancy, please note all parties to the tenancy must sign the agreement, including any guarantors. There will be a charge for addendums and renewals.

### **SECURITY DEPOSIT**

As a general rule, 1½ months rent is required in advance as a security deposit. This is returnable at the end of the tenancy provided there are not any damages. The administration charge for this service is £75.00 + VAT.

### **TENANCY DEPOSIT PROTECTION SCHEME (TDS)**

This tenancy is included in the Tenancy Deposit Scheme. The landlord and/or tenant must endeavour to notify the Member Firm that there is a dispute over the deposit, as soon as possible and within 28 days of the lawful end of the tenancy and the vacation of the property. Please refer to your tenancy agreement for full details of the scheme.

### **INVENTORY**

The inventory at the commencement date of the tenancy will be checked with you. This will list the contents, their location and condition. Amendments can be made, but if you are not satisfied with any entry you should inform us in writing immediately. The inventory will be checked again prior to your departure, and provided there are not any chargeable damages, your security deposit will be returned.

## **OCCUPATION**

Prior to occupation it is necessary for you to sign the agreement and settle the charges for:

- i. Administration Fee £250 plus VAT
- ii. The balance of the deposit
- iii. The first months rent
- iv. Reference charges (See above).

Cleared funds must be received into White & Sons bank account on or before the first working (not including Saturdays) day of the tenancy. This payment can be made by Bankers Draft, electronic transfer or Debit Card. Payment by Credit Card will attract a 2% fee. (WE DO NOT ACCEPT CASH UNDER ANY CIRCUMSTANCES).

## **RENTAL PAYMENTS**

The rental payments are payable in advance by Standing Order. The agreement states the date on which the rent is due and payments should be received on or before the stipulated date. In the event that rent is not received on the due date and contact has to be made with you then an administration charge of £25.00 + VAT will be added to your account.

## **MAINTENANCE**

If the garden is not maintained, the cost of bringing it up to a good standard will be charged against the security deposit at the end of the tenancy. Also at the end of the tenancy, the property and the contents must be left in a clean and tidy condition in accordance with the tenancy agreement – if not, damage charges will be incurred.

## **PROPERTY VISITS**

We undertake regular property visits of managed and on occasion unmanaged properties and subsequently report to the landlord. We will give you prior notification of any visit to the property. If the property is not managed by us your landlord will discuss any points raised directly with you. Please note if you agree a visit and subsequently cancel with less than 48 hours notice a charge of £25.00 plus VAT will be payable.

## **TELEVISION/INTERNET**

If the tenant wishes to use a television then it is the responsibility of the tenant to ensure that the television is licensed. It is also up to the tenant to ensure that their choice of TV/internet provider is available and the landlord's permission must be obtained before laying on any further service. This will be, in any event, at the tenant's expense.

## **INSURANCE**

The landlord's policy only covers the building and their contents. Tenants should arrange separate cover for their own belongings.

## **REPAIRS**

We would point out that tenants are responsible for undertaking any minor repairs or maintenance particularly any small jobs that the tenant would normally deal with in his own home. If larger problems occur, we will arrange any necessary repairs and payments. However, should the problem occur through misuse or neglect by the tenant, he/ she will be responsible for payment. Again, this applies if the rent is paid to us. Should you pay your rent to your landlord then you should contact them directly.

## **WATER**

We advise you to familiarise yourself with the position of the main water stopcock in case of emergency. In the winter months, it is advisable to maintain a modest level of heat in all rooms whether occupied or not, and in particular leave the property heated during absences from home, even if only for a day or two. Please note that damage to the property caused by frost damage or condensation/mould will be the tenant's responsibility.

**BRITISH TELECOM**

It will be necessary for you to contact British Telecom yourself, as they will only accept instructions from the account holder.

**ELECTRICITY AND GAS**

It is advisable to familiarise yourself with the position of the meters, and also note the location of the electricity fuse box and have spare fuses to hand in case of emergency.

**SERVICE ACCOUNT**

Water charges and all service accounts will be the responsibility of the tenants unless otherwise stated.

**OIL**

In the case of oil, it is usual for the tank to be full at the commencement of the tenancy and therefore it should be left full when the tenancy ends.

**COUNCIL TAX**

Payment of this is the responsibility of the tenant and the relevant council is notified at the commencement and end of the tenancy.

**MAIL**

Landlords normally arrange with the Post Office to re-direct their mail, but if you should receive any communications addressed to the landlord we should be grateful if you could forward them on to us. Tenants should arrange for redirection of their own mail, as it is not White and Sons responsibility to forward tenants mail.

**IMMIGRATION ACT – RIGHT TO RENT**

The Right to Rent scheme requires landlords or agents to check ID of all prospective adult occupiers in England as from 1 February 2016. Where an adult occupier has a time-limited right to remain, landlords and letting agents will need to conduct follow-up checks. These need to be made 12 months from the initial check or at the expiry of the individual's right to be in the UK, whichever is the later. Our fee for follow-up checks is £35.00 plus VAT.

**CONCLUSION**

By my/our signature hereunder I/we confirm that I/we have read and understood the above terms and conditions. I/we further understand that the tenancy notes are intended for guidance, and do not form any addition to the contractual agreement between landlords and tenant.

**IMPORTANT NOTICE**

Please ensure you have signed and returned this form prior to the commencement of your tenancy.

**SIGNED BY TENANT(S)** \_\_\_\_\_

\_\_\_\_\_

**DATE** \_\_\_\_\_