

# PAD-2-LET LTD

Residential Lettings & Management

01282 864315 / 07851 867340

## TENANT FACT SHEET

### DOCUMENTS

You must provide for each applicant

- The completed application form
- 3 months consecutive bank statements showing regular payments in and out of your account
- Passport / Driving Licence (or other photo ID)
- 3 months consecutive wage slips or reference from employer
- A recent utility bill from your current address (ie water, electricity, gas)
- A council tax bill showing your name and current address
- Landlord reference if currently renting
- Mortgage statement if your current property is mortgaged
- Application fee

### INFORMATION

This fact sheet is a guide to help you with your tenancy application and is not intended to form part of any agreement. Should you have any further questions please call Pad-2-Let on 01282 864315 or 07851 867340.

### APPLICANT REQUIREMENTS

To rent a property from Pad2Let you must be a UK national or have been resident in the UK for at least the last 6 months, be aged 21 years or over at the start of your tenancy AND have a good credit record. You will also need to provide the following;

- An application form for each tenant
- The deposit and first month's rent in cleared funds
- A bank standing order for payment of the rent from the second month onwards
- A signed and witnessed Assured Shorthold Tenancy Agreement which we will provide

### APPLICATION FEE

The application fee is the charge by Pad2Let for administering references and credit checks, etc and only when received will the process of taking references begin. This application fee is non-refundable should the Landlord decide not to proceed with your application, you no longer wish to proceed with the application or your references prove to be unsuitable.

### GUARANTOR

In certain circumstances we may also ask for a guarantor, someone who will agree to pay the rent if for any reason the tenant defaults. This is an extra form of security for the Landlord and will only be taken up in unusual circumstances. The guarantor must complete an application form and will be required to sign a legally binding agreement to pay all rent and other charges due if you fail to do so. If your guarantor later decides to end their Guarantor Agreement you may have to leave the property.

### REFERENCES

We pay close attention to the replies and it is a good idea for you to inform the relevant recipients beforehand that we will be in touch so we can look forward to a prompt and accurate reply. Should any reply be unsatisfactory or information given by you found to be inaccurate, we will be unable to proceed with the tenancy. The process of taking references, drawing up the tenancy documents etc, takes approximately 7 to 10 working days from the day we receive your completed application form and application fee. This timescale, however, depends upon the prompt return of references.

### TENANCY

Your tenancy will be an Assured Shorthold Tenancy with an initial fixed term of 6 months during which neither side may terminate the tenancy. After this period the tenancy will continue on a month to month basis or you may terminate the agreement by giving one month's notice (or by the Landlord giving two month's notice). Tenancies may be able to be extended, subject to agreement of the Landlord. At the end of the first six months tenancy we will approach both the tenant and the Landlord to see if either party wishes to extend the agreement. Unfortunately we cannot guarantee at the start of a tenancy that it will be extended. Once you have taken over the property the most important fact to remember is that it is the Landlord's private property. As a tenant you have the right to live in the property without interference by the Landlord, but the Landlord is entitled to expect that you will look after the property as he/she would if they were living in the property themselves.

## DEPOSIT

In normal circumstances the equivalent to one month's rent is taken for a deposit (for example on a rental amount of £450 pcm the deposit will be £450). The deposit is payable as soon as your application has been approved and will ensure that the property cannot be rented to any other interested parties. The deposit will be forwarded to the Deposit Protection Scheme (DPS) and will not be held with the Landlord or agent in accordance with the Law. This deposit is to cover the costs, if any, of neglect, misuse or damage by the tenant to furnishings, fittings and decor incurred during the tenancy. At the discretion of the Landlord or his agent, where applicable, industrial cleaning, repairs and gardening may be carried out at the end of the tenancy and the cost deducted from the deposit. At the end of the tenancy, providing everything is in order, the deposit will be forwarded to your new address.

## MOVING IN

When all references have been received, we will arrange a date for you to move in. On the day in question we will meet you at the property to check the inventory and sign all the relevant documents (all parties must be present). This will take approximately 30-40 minutes. You will need to bring the first month's rent in cash (unless we have already received it) and we will bring the keys to the property, the Tenancy Agreements, Inventory and bank details for you to arrange the standing order. Between us we will read the gas/electricity/water meters and check the inventory.

## SERVICES

Pad-2-Let will contact the utilities, gas, electricity, local council and water board to inform them of your occupation of the property and where appropriate or practical, meter readings. Although a telephone socket may be present in the property it may not be in working order. The Landlord is not responsible for any charges made to connect or reconnect the line.

## PAYMENT OF RENT

After the initial first month's rent, payments must be made via standing order for which bank details will be supplied. This standing order must be arranged by yourself with your chosen bank and must be dated at least three working days prior to the rent being due to allow time for the banking process. Should the rent be more than five days late reaching our account then a late payment fee will be charged.

## MAINTENANCE

If anything goes wrong with the structure of the property, and contents in the case of furnished accommodation, the Landlord is responsible for the repairs. In managed properties any problems should be reported to Pad-2-Let as soon as possible. In non-managed properties you should report directly to the Landlord. However, if anything goes wrong due to misuse or neglect it will be your responsibility to cover the costs of repair. Your own furniture and possessions are of course your responsibility to insure against fire and theft. In the case of managed properties we will at various stages of your tenancy make property inspections/visits. We will of course give you prior notice of these.

## OBLIGATIONS

As a tenant you must;

- Lock all doors and windows whenever you go out
- Take good care of the property and its contents and repair any damage (we suggest you take out insurance to cover this)
- Keep the property heated, especially in winter
- Allow us (or workmen) into the property to repair or inspect it (prior notice will be given)
- Keep the garden tidy and mow the grass in summer
- Pay the utility bills (gas, water, electricity, council tax, telephone, etc)

As a tenant you must not;

- Cause a nuisance to neighbours
- Leave the property empty for more than 30 days
- Use the property for any illegal or immoral purpose
- Run a business from it
- Take in lodgers (whether they pay you or not)
- Sub-let the property
- Alter the outside of the property
- Put up notices or signs outside the property
- Make any alterations to the electrical wiring or plumbing
- Change the locks without our permission
- Keep pets without our permission
- Allow anyone to smoke in the property

## MOVING OUT

You must ensure the property is left clean and tidy throughout (both interior and exterior) and that all the items listed on the inventory are clean and undamaged and in the room against which they were recorded. Once you have returned the keys to us we cannot allow you back into the property to clean it or put right any damage. If the property needs cleaning or damage needs repairing we would be obliged to engage contractors to complete the necessary work at your cost.