

TENANT'S GUIDE AND TERMS & CONDITIONS

HOW MUCH CAN YOU AFFORD TO SPEND ON RENT

The affordability of accommodation is calculated by dividing your annual gross income by 2.5 then dividing by 12 months. If you are sharing the rent payments you can add all gross incomes together. Example – two adults earning £13,500 and £21,000 respectively, total = £34,500 divide by 2.5 = £13,800 divided by 12 = £1,150 per month to spend on rent.

APPOINTMENT TO VIEW

All viewings must be arranged through our office, please do not approach any property/Landlord without an appointment.

HOLDING DEPOSIT

A minimum holding deposit of £250.00 is required to secure the property, subject to contact. **This deposit is NON-REFUNDABLE should you not proceed with the rental.**

REFERENCES AND FEES

Greenaway Residential uses the services of an external Tenant referencing agency. This service is available to everyone – employed, self-employed, contractual etc. The referencing agency will contact Employers, previous Landlords etc on our behalf. There will be a minimum fee of £125.00 per person for this service. Should a Guarantor be required a further fee of £50.00 will be charged per Guarantor. **These referencing fees are NON-REFUNDABLE once the references have been applied for.**

TENANCY AGREEMENT

There is a charge for the preparation and supply of the tenancy agreement. This is included in the advance money taken for referencing.

ADMINISTRATION FEE

An administration charge is applicable to each property that is rented. This is also included in the advance money taken for referencing.

RENT

One month's rent is payable in advance on the day that the tenancy agreement commences. This date will be the date that the monthly rent is due on subsequent months i.e. if the tenancy agreement commences on the 5th of the month all future payments will also be due on the 5th. **All payments other than the holding deposit, referencing fee, first months rent and security deposit MUST be made by standing order. Cheques and/or cash payments will be accepted but will incur a £10.00 handling fee per transaction. A charge of £10.00 will also be made per letter sent regarding late payment of rent. Interest will also be levied against late payments.**

SECURITY DEPOSIT

A security deposit equal to one and a half month's rent is held as security against dilapidations. The £250.00 holding deposit is carried across and credited against this amount. This money is held for the duration of the tenancy agreement. The balance will be refunded after the completion of the tenancy agreement. No interest is paid on security deposits.

CONTENTS INSURANCE

It is compulsory that a contents insurance policy is taken out with Greenaway Residential's chosen insurer to cover the Landlord's fixtures and fittings. This is to be applied and paid for in advance before any tenancy agreement commences.

SIGNING THE TENANCY AGREEMENT

It is required that all Tenants come to our office to sign the tenancy agreement and settle their account. All accounts must be settled in cash or by bankers draft/building society cheque made payable to Greenaway & Partners before any keys can be released. Please note that personal cheques and company cheques can be accepted but keys will not be released until funds have cleared through our banking system (typically 5 working days).

ALL FEES ARE SUBJECT TO VAT AT THE PREVAILING RATE.

DILAPIDATIONS FOUND AFTER CHECK IN

Tenants have 24 hours after the initial check in to notify us of any dilapidations that were not highlighted upon check in to the property. Please make any notifications in writing so they can be added to the check in report/inventory.

UTILITIES

It is the Tenants responsibility to pay all utilities including council tax. Details on suppliers will be provided by Greenaway Residential.

PROPERTY VISITS

All managed properties will be subject to regular visits. The purpose of these is to check the condition of the property, its cleanliness, garden maintenance and the way in which the tenancy is being conducted generally. A mutually agreeable appointment will always be made with the Tenant in advance.

TENANCY AGREEMENT RENEWALS

After the fixed term of the tenancy agreement has expired an administration charge of £85.00 is payable for the preparation of each new contract.

BURGLARY

Should the property be burgled during the tenancy agreement the Police and Greenaway Residential should be notified immediately.

REFERENCES

Should you require Greenaway Residential to provide a reference on your behalf, for any subsequent tenancy agreement there will be a standard charge of £20.00.

THE AGENT'S OBLIGATIONS

Greenaway Residential's obligations will vary depending on what service the Landlord has instructed us to carry out on their behalf. These can vary from purely letting the property, letting the property and collecting the rent or letting and managing the property. The Tenant will be advised of what service is relevant to their property prior to moving in. Full details can be supplied on request.

TENANT'S OBLIGATIONS

The Tenant should be aware that responsibility for the property rests with them for the duration of the tenancy agreement(s). It is particularly important that any gas or electrical problems are reported immediately and that the property is fully secured when it is left unattended at any time. During the winter months precautionary steps must be taken to prevent the freezing of the water and heating systems. In leasehold properties, mainly flats and maisonettes, the Tenant will be bound by the rules and regulations affecting all residents within the block contained in the head lease.

TERMINATION OF THE TENANCY AGREEMENT

Once the keys have been returned at the end of the tenancy agreement we will check the property for dilapidations against the original check in report/inventory. There will be a standard charge of £100.00 made for this service. Providing that there are no

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dilapidations to the property the deposit will be returned once we have seen proof of utilities payment. Please ensure that the property is laid out as per the check in i.e. all furnishings etc are in the correct place. A cost of £20.00 per hour will be levied against the security deposit if furnishings need to be re-arranged before the check in report/inventory can be checked. If pets have been kept at the property the cost of having the property fumigated will be levied against the security deposit. Please note it is also the Tenant's responsibility to cancel their standing order for rent payment. If rent has to be returned to the Tenant due to overpayments an administration charge of £20.00 will be made.

SIGNED TENANT.....

PROPERTY ADDRESS.....