



## Guidance Notes for Prospective Tenants

NonMan/Apr/2007

If you have not registered with Tattersalls please ask for a registration form. Once completed you will remain on our mailing list for three months unless you instruct us otherwise.

Having viewed a property you should contact our office by 12.00 the next working day to register an interest. Your name will then be put forward to the landlord, possibly with others and Tattersalls will endeavour to get back as soon as possible with the landlords decision.

When a property is offered to you subject to references and contract, each individual aged 18 or over will be required to complete a Home Let reference application form. There is a fee of £40.00 inc VAT payable for each applicant. You will also be asked to pay £100.00 as a holding fee. Providing that you do not back out the holding fee will go towards your first months rent. Until we are in receipt of these monies and a properly completed referencing form along with proof of identification the property will remain on the market and available To Let

You will also need to prove your identity. Please see separate notes on how to do this.

A deposit equivalent to one month's rental along with the first months rent (less the previously paid £100.00) is payable prior to signing the tenancy agreements. Tattersalls will pay the deposit to the 'Deposit Protection Service' DPS, (the government run scheme) as we are not managing the property. Following receipt of the deposit, The DPS will provide confirmation to both you and the landlord. The full details are available on their website [www.depositprotection.com](http://www.depositprotection.com). Both the deposit and the first months rent must be cleared funds prior to signing the agreements.

All rent is due on the first of each month and is payable monthly in advance, by standing order. If you move in part the way through a month then your first months rent will cover the initial period with the shortfall being due at the end to take the rent up to the 1<sup>st</sup> of the next month. The landlord reserves the right to review the rent at their discretion subject to one months notice being given in writing. The rent can be reviewed at any stage after the first year, subject to one months notice in writing. All rent increases will take effect on the 1<sup>st</sup> of each month. You will be required to complete a standing order form.

A six-month assured shorthold tenancy must be signed. You will be agreeing to rent the property for six months. At least one months notice must be given to vacate the premises, even when the initial period reaches its conclusion. If longer notice can be given it would be appreciated. Unless you are otherwise notified a periodic assured shorthold tenancy will automatically arise at the conclusion of the initial period of tenancy. You will be required to complete a standing order form for the rent.

Tenants should note that their own possessions are not covered under the landlord's insurance policy. Tenants should advise their own insurance company that they are in rented accommodation, and extend their policy to cover themselves for all tenants liabilities.

The rent quoted does not include electricity, gas, water rates or council tax. Tenants are responsible for all of these accounts. Tattersalls will place these accounts into the tenant's names on occupation. Tattersalls can not deal with the telephone.

If two or more persons are together, their obligations to the landlord shall be joint and several.

Tenant(s) signing and named on the agreement must be over the age of eighteen. All persons who will be residing at the property over the age of eighteen will have to sign the tenancy agreement.

Permission must be obtained in writing from Tattersalls before any pets are kept. Permission must also be obtained in writing before any decorating is carried out

If pets are kept in the property even with the landlord's consent, the carpets must be cleaned, deodorised and treated for fleas by a professional company at the end of the tenancy and a written receipt must be provided to Tattersalls to this effect. This can cost between £100.00 and £150.00. There must be no evidence of pets or smoking (including smells) when the property is vacated.

If you are in receipt of housing benefit the council must make these payments directly to the Landlord. If at any stage you start to claim housing benefit during the tenancy you must inform your landlord as this may affect the Landlords insurance policy.

No persons living at the property are to be entitled to Diplomatic immunity.

If any problems arise, once you have taken up occupation please contact the Landlord. The landlord's details will be supplied by separate cover along with details for the standing order for the rent.

All correspondence and notices received in respect of the property must be forwarded on to the landlord within seven days of receipt.