

Tenants' Guide

We have produced this guide to inform tenants of the procedures and requirements relating to a typical tenancy. It is important that you read this document carefully and retain it for future reference. All fees quoted are inclusive of vat.

Tenancy Application/References

When a suitable property to rent has been found ALL persons aged eighteen years or over will need to complete an Application Form and will be named in the Tenancy Agreement. We will take up references on behalf of the Landlord, which may include; a bank reference (for which your bank may charge a nominal fee), a credit reference, an employer's reference and, where applicable, an accountant's reference and a previous landlord reference.

Tenancy Agreement

Before any tenancy begins you will sign a Tenancy Agreement setting out the Landlord's and Tenant's obligations.

Should you change tenants at any point during the tenancy you must inform us and, subject to your Landlords agreement (which might include the need to take up new references) we will prepare new documents for signature. Our fee for this will be £50.00.

Holding Deposit

Before your tenancy commences you will be required to pay a Holding Deposit equivalent to one weeks rent. This Holding Deposit will represent your intent to proceed with a tenancy and will be deducted from the initial rent and deposit payment due at the inception of your tenancy. In the event that you withdraw your application, or the Landlord receives any detrimental references that prohibit the tenancy from proceeding will result in the Holding Deposit being forfeited please refer to the terms of the Holding Deposit agreement for full clarity).

Tenancy Deposit Protection

When you pay a deposit your Landlord or Agent must protect it using a Government authorised Tenancy Deposit Scheme. This is to ensure that you get all or part of your deposit back when you are entitled to it and any disputes will be easier to resolve. Within 30 days of paying your deposit your Landlord or Agent is required to give you details about how your deposit is protected. This includes the contact details of the tenancy deposit scheme and what to do if there is a dispute at the end of the tenancy.

When do you sign and what do you pay?

Once acceptable references have been received and approved, a date will be agreed for the commencement of your tenancy. It is essential that you sign the Tenancy Agreement and pay the initial monies before this date.

The initial money consists of;

- o First month's rent in advance;
- o Security Deposit – equivalent to 5 weeks rent (less any Holding Deposit already paid).

The initial monies will be detailed in the confirmation letter and must be paid in cleared funds before the commencement of your tenancy.

Inventory and Schedule of Condition

An Inventory and Schedule of Condition of the property, it's contents, furniture, fittings and effects will normally have been prepared. This will be checked and agreed with you at the commencement of your tenancy.

It is important that you take care when agreeing the Inventory and Schedule of Condition at this stage as it will form the basis of any claim for damages, by your Landlord, at the end of the tenancy. At the end of the tenancy, the Inventory and Schedule of Condition will be checked again.

In your own interests, we strongly recommend that you are present at the 'Check-Out'.

Rental Payments

All rent is payable in advance by Standing Order. Please note, we ask that all standing order payments should be made three days prior to your rent due date to allow for clearance of the funds.

Should you experience any financial problems during the course of the tenancy it is essential that you contact us immediately. Under the terms of the tenancy agreement you will be liable to pay interest on late payments should they remain due after 14 days.

The Agent's Obligations

Our obligations will vary depending on the service that we provide to your Landlord:

- o Purely let the property or
- o Let and manage the property.

You will be advised which service we provide prior to the commencement of your tenancy but should you require further details please contact Island Lettings.

Property Visits

Properties may be subject to visits. The purpose of these visits is to check the condition of the property, its cleanliness, garden, maintenance and the way the tenancy is being conducted in general. A mutually agreeable appointment will be made in advance with the Tenant. These visits generally take place approximately every 6 months.

Pets

Should you wish to keep one or more pets at the property, we will negotiate this individually with your Landlord and include a specific clause in your Tenancy Agreement together with a Pet Addendum for signature also.

Utilities

When a tenancy commencement date has been agreed and all documents have been signed you will be required to arrange for all utilities to be transferred into the name of the new Tenant(s). Regarding telephones, it is British Telecom's policy to carry out a credit check on potential customers before activating a line.

Television Licence

The tenant is responsible for the television licence regardless of whether or not a television is provided by the Landlord.

Council Tax

It is the tenant's responsibility to pay the Council Tax directly to the Local Authority.

Insurance

The tenant is responsible for insuring his/her own personal effects and furnishings. Should you require insurance, we can provide you with details of specialist insurance providers.

Burglary

Should the property be burgled during the tenancy, you should contact the Police and notify Island Lettings immediately.

References

If you require us to provide a reference on your behalf for any subsequent tenancy, please approach us at the appropriate time.