



## STEP BY STEP GUIDE FOR TENANTS

I hope you find this guide helpful and that it assists in making your experience of renting trouble free and smooth going.

In many cases the flexibility of renting far outweighs the financial and emotional commitment to buying a property.

### **Finding a suitable property**

With our expert knowledge we can advise you of the pros and cons of the areas where you are considering renting thus saving you time and money in lengthy searches.

### **Using a reputable agent**

As a licensed member of ARLA (Association of Residential Letting Agents) you can be reassured that our advice is both professional and in your best interests.

### **Make sure you get in first**

The best properties are always the first to be snapped up. It is important that you are prepared to act immediately to secure the property you desire.

You will need to have all financial and personal information ready in order to lock out other potential competition. Please note some fees are not refundable.

Once you have found the property suited to your requirements, you will need to go through a formal application process.

### **Referencing**

1. Every occupant over 18 years will be required to complete a referencing application form. A link to an independent credit referencing agency will be sent to you by email to complete online.
2. Proof of identity in the form of a passport / driving licence to be provided with any application.
3. Proof of residency, a utility bill and copies of 3 months bank statements to be provided with any application.
4. A non refundable set up fee will be payable to enable us to begin the referencing process and subject to contract and referencing, secure the property.

It is important to note that the submission of the referencing application does not form a contract or any obligation by Bridgit Knowles Ltd or the Landlord.

The credit referencing agency will verify the information you have provided.

If a guarantor is required for your application they will also have to complete an application form via the independent credit referencing agency, who will verify the information provided.

### **Right to Rent**

The Applicant must provide a valid passport and visa or work permit to the Agent at the time of their application. The Applicant must provide full details of all persons over the age of eighteen years who will be residing in the Property at the start of the Tenancy (subject to contract, references and Right to Rent check) prior to signing the Tenancy Agreement and

taking occupation of the Property. The Applicant must confirm that if any additional occupiers or any occupier changes during the Tenancy the Applicant will inform the Landlord and the Agent promptly and ensure that the person or persons meets the Agent or the Landlord to enable a copy of their passport, visa to work or study in the UK and if applicable work permit to be taken.

To avoid doubt if any person forming the Tenant or the occupier fails to comply the Landlord may take any necessary legal action to have the person evicted from the Property.

### **Fees**

Rent excludes any fees, please see below details:

Set up fee before you move in (for up to two tenants)	£250.00 (inc vat)
Additional fee (per tenant)	£50.00 (inc vat)
Company Let Fee	£275.00 (inc vat)
Guarantor fee (per guarantor)	£180.00 (inc vat)
Permitted Occupier fee (per occupier)	£50.00 (inc vat)
Renewal documentation (due at time of Renewal)	£120.00 (inc vat)
Inventory check out	see below
Amendment fee	£150.00 (inc vat)
Change of sharer	£250.00 (inc vat)

Lost security items £75.00 (inc vat) plus item cost

Out of hours services Maximum of £200 per hour (inc vat) plus any actual costs incurred

Unpaid rent/returned payments £25.00 (inc vat)

Interest on any unpaid or late rent at 4% above the base rate of Barclays bank Plc

Professional Cleaning (if required) £20.00 (inc vat) per hour (minimum charge £40.00)

### **Deposit**

Unfurnished properties 1.5 months rent

Furnished properties 2.0 months rent

Deposits will be transferred to The Deposit Protection Scheme. This is a custodial scheme and secures the deposit until the end of the tenancy. Full details of The Deposit Protection Scheme can be found at [www.depositprotection.com](http://www.depositprotection.com)

### **Check out charges**

	<b>Unfurnished</b>	<b>Furnished</b>
1 bedroom	£108.00	£120.00
2 bedrooms	£120.00	£132.00
3 bedrooms	£132.00	£156.00
4 bedrooms	£156.00	£180.00
5 bedrooms	£180.00	£204.00

6 Bedroom plus – Prices on request

The above charges are inclusive of VAT

### **Insurance**

You will be required to take out third party insurance cover for the duration of your tenancy.

### **When referencing is completed**

When references are completed and the Landlord's approval has been obtained, a tenancy agreement and standing order will be sent to you and to any guarantor (if appropriate) for approval, signature and return. If a guarantor is required a Deed of Guarantee will be sent to the guarantor for approval, signature and return. At this stage it is important to ensure you arrange for cleared funds of the first months rent and deposit to be sent by bank transfer.

### **Moving in**

We will meet you at the property to arrange for the handover of keys and check the inventory and schedule of condition with you.

### **Inventory & Schedule of Condition**

It is important to look through the inventory and schedule of condition as this forms part of your agreement and will be vital in deposit discussions at the end of your tenancy. Please ensure you make any comments in the appropriate box and return to the Inventory Clerk in the required time frame. Should you require additional time to complete please notify the Inventory Clerk

### **Utility Suppliers**

We will give you the details of the suppliers and you will need to contact these directly to set up accounts in your name and provide the meter readings from the inventory and schedule of condition. Should you wish to change supplier permission must be obtained from the landlord. [www.uswitch.com](http://www.uswitch.com) is a useful site to compare supplier costs.

### **Rental Payment**

Rent is payable by standing order, you will be required to contact your bank to arrange for the monthly payment to be set up. Please allow time for this to be made to ensure it arrives on the due date. Your bank will be able to provide details on days for clearance. For bank transfers this is normally 3-5 working days. For cheques we have to allow 10 working days.

### **Data Protection**

The personal information provided by an applicant will be held in a secure manner by Bridgit Knowles Ltd. The information will be provided to the reference agency, to the landlord, authorised contactors and to all utility suppliers. Please contact a member of staff if you are unsure of the process or wish to withhold information.

### **Move in**

Prior to move in it is advisable to arrange Broadband, insurance, parking permits (if applicable) and transferring of utility accounts including informing the council for council tax and if required planning for parking for removal vans outside the property on move in day.

### **Maintenance of the Property**

It is important that you are aware of your responsibilities as a tenant and report any maintenance issues to the agent or landlord as soon as possible.

### **Expenditure**

Make sure you are aware of all the conditions that go with renting a property, eg. Cost of utility bills, council tax, deposit amount, renewing charges, check out charges etc.

### **Your rights and responsibilities**

You will be required to conform to a tenancy agreement of which is legally binding. It is important to read and understand the agreement and if required obtain independent legal advice.

A few examples of your requirements in the tenancy agreement are as follows: (please ensure you refer to your tenancy agreement for full details)

1. Pay rent on time
2. Pay utility bills including council tax, telephone, TV licence, water, etc.
3. Look after the property as if it was your own
4. Respect your neighbours
5. Report maintenance issues to the agent or landlord as soon as possible.
6. Keep the property secure
7. Carry out basic maintenance eg. Change smoke alarm batteries, carbon monoxide batteries and light bulbs
8. Inform the agent or landlord if you are going away for longer than 14 days
9. Do not sub let without permission
10. Do not engage in illegal activity

## **Stamp Duty Land Tax (SDLT)**

It is important to note that tenants could have an obligation to pay SDLT when renting a property. SDLT is due on rents which exceed £125,000 cumulatively during tenancies and is charged at 1% on any amount over and above that threshold not on the entire cumulative amount of rent. This is a legal obligation and HMRC may impose fines or penalties for failure to comply. More information and guidance can be obtained from [www.hmrc.gov.uk/sdlit/intro/basics.htm](http://www.hmrc.gov.uk/sdlit/intro/basics.htm)

## **Preparations for moving**

1. Organise redirection of post
2. Take out insurance
3. Set up/cancel standing order
4. Use a good removal firm
5. Research the best utility contracts and read the meters on move in/out day.

## **Moving out**

At the end of your tenancy you should contact the landlord/agent to give the required notice. Information on the check out procedure will then be provided to you and an appointment made by the Inventory Clerk for the check out to take place.