

Tenant Name: _____

Property Address: _____



By signing this form you are instructing Simple Estate Agents to enter into negotiations with the above mentioned properties landlord

Tenant Checklist for Tenancy

Received

Passports + if non EU citizen valid visa documents _____

Proof of home address (3 months bank statements) _____

Credit Check (completed and returned) _____

You will need to be earning before tax a joint income of 2.5 times the rental amount. If you do not earn this amount but do earn at least 2 times the rental amount we can accept you as a tenant but we would require a suitable guarantor who earns 3 times the rental amount. For the guarantor we will require the following:

Guarantor Form _____

Deed of guarantee signed _____

Proof of guarantor ID _____

Proof of guarantor Address _____

If you or your guarantor do not have come back with an acceptable reference result as due to adverse credit no being mentioned on the reference forms or anything else which is not correctly stated on the reference form you will not be granted the tenancy and also you will forfeit the reservation payment of £300 you have paid

Amount Due:

1 months rent £ _____

Deposit £ _____

Admin fee - £175 p/p _____

Inventory fee (£250 half paid by landlord and £ 125

half paid by tenant)

TOTAL £ _____

Reservation Payment (£ 400) _____

Amount Outstanding £ _____

Date of moving in:

Requirements:

(the rent, requirements, and dates of moving in are not confirmed, these are the basis of your offer for the property and we will be putting this forward to the landlord to confirm)

PLEASE NOTE AT THE END OF THE TENANCY WE WILL BE CONDUCTING A PROFESSIONAL CLEAN BEFORE THE CHECK OUT AND DEDUCTING THE AMMOUNT FROM YOUR DEPOSIT

Signed _____ Date _____

Terms and Conditions

Administration Fees

An administration fee of £175 per person (inclusive of VAT) is payable upon creation of a legally binding tenancy agreement.

Should you wish to terminate the tenancy agreement before the end date and the landlord agrees, you will be liable for any commission due to the landlord for the remainder of the tenancy, unless you exercise a break clause.

If you require to change any names on the contract you will be required to get written consent from the landlord to do so. Upon receipt of this consent Simple Estate Agents will draw up a new tenancy agreement for all parties to sign. Simple Estate Agents will charge a fee of £60 (£50 plus VAT) for this service.

If any charges remain outstanding at the end of the tenancy Simple Estate Agents will deduct the amount due from the deposit.

Simple Estate Agents reserve the right to change the schedule of Fees and terms of business at any time.

Reference/Identification

Simple Estate Agents will take up references based on the details you have supplied us. These references may be passed on to the Landlord so they may grant a tenancy. Simple Estate Agents will not pass on Bank statements and payslips to landlords.

Before the tenancy can begin you will be required to provide us with photo ID (driving licence or passport) and any other references.

You will be responsible for any reference charges your referee requires in order to obtain a reference.

Deposit

At the beginning of the tenancy you will be notified by Simple Estate Agents in writing of who is holding the deposit and who is responsible for protecting the deposit with a suitable tenancy deposit scheme.

All deposit deductions must be agreed by both tenant and landlord in writing at the end of tenancy. The tenancy agreement is between the landlord and tenant and thus Simple Estate Agents cannot be held liable for any deductions.

At the end of the tenancy the deposit will be forwarded to your forwarding address once Simple Estate Agents can confirm all damage costs and bills are paid. We recommend tenants do not expect the deposit to be returned on the day of checkout and allow for 5 working days at least.

Rent Payment

The first rent payment must be paid in cleared funds before you move in. Thereafter the rent is payable by standing order (unless agreed otherwise) to arrive on the date due on the tenancy agreement. This may, even may making sure the rent leaves 3 days early to arrive on the date due on the tenancy agreement.

Inventory

A cost of £125 will be charged to yourself and a cost of £125 to the landlord to produce an inventory by the third party. This will be available on the day you move in to the property from office and you will have 5 days from the start date to notify of any mistakes on the inventory in writing. If we do not receive any correspondence from yourselves within five days you will be deemed to take the inventory as legally binding.

Check out

On the check-out we advise you to make yourself available for the check out to avoid any possible disputes. We will normally contact you before this date to arrange a time. Before the check out report is done we will conduct a full professional clean of the property and the cost will be deducted from your deposit. The cost of clean will depend on how clean you leave the property.

Management of the property

At the start of the tenancy you will be notified who is responsible for the management and maintenance of the property. This will not always be Simple Estate Agents. If Simple Estate Agents are not managing the property we cannot authorise any repairs or maintenance as this is the responsibility of the landlord.

If Simple Estate Agents are managing the property, we will need to obtain permission from the landlord to proceed with any works.

We usually hold keys for properties we are managing and will be able to gain access (with your permission). If we do not hold keys we will need to arrange access via yourself and if break an agreed time for a contractor to come over you will be charged a call charge of £90 (£75 plus VAT).

Insurance

It is your responsibility to insure your own belongings throughout the tenancy.

Utilities

You are responsible for paying all utility bills for the property unless otherwise stated in the tenancy agreement. You are also responsible for having a valid TV licence for the duration of the tenancy. At the end of the tenancy all bills are required to be paid up to date before a deposit is released.

Renewal of tenancy

We will contact before the end of the tenancy asking you if you wish to renew your tenancy. If this is agreed by both yourself and the landlord we will charge you a administration fee of £90 (£75 plus VAT)

VAT

All charges will state whether they are inclusive or VAT is added.

Complaints Procedure

If you have a problem with any of Simple Estate Agents service which you can not resolve with your negotiator, please ask to speak to the lettings managed or director. This will also be required to be put in writing to us and we will acknowledge it within 3 working days. We will then try to resolve this matter and come back with decision in writing within 15 working days.

Signed

Print

Date
