

INFORMATION FOR TENANTS

OCTOBER 2014

Part of the Carter Jonas network

The asking rent does not include lettings fees. Depending on your circumstances and the property you select, the following upfront fees may apply:

Administration fee including tenancy paperwork and referencing	£200 + VAT (£220 inc VAT)	Per person
2nd person as above	£250 + VAT (£300 inc VAT)	Per Tenancy
3rd person plus as above	£250 + VAT (£300 inc VAT) + £25.00 + VAT (£30.00 inc VAT)	Per Tenancy
Guarantor	£50 + VAT (60 inc VAT)	Per Tenancy
Inventory check (paid at end of tenancy)	£100 - £180 + VAT (£120 - £216 inc VAT)	Per Tenancy
Extension, renewal, rent review and periodic tenancy documentation	£35 + VAT (£42 inc VAT)	Per Tenancy
Change of Tenant	£325 + VAT (£390 inc VAT)	Per person
Deposit	Approximately 6 weeks rent	Per Tenancy
Registration of Deposit	£25.00 + VAT (£30.00 inc VAT)	Per Tenancy

For further information on the above fees, please see below.

SEARCHING FOR A PROPERTY

At Carter Jonas Boileaus we will do our best to find the right property for you. To help us it is essential you give us as much information as possible.

Please let us know the following: The date you need to move? How long are you looking to rent? How many bedrooms, reception rooms and bathrooms do you require? Who is the property for? Do you need a furnished or unfurnished property? What is your maximum budget? And if there is anything else you feel we should be aware of.

ARRANGE A VIEWING

A Negotiator will search our property database, including other agent's properties, in your chosen area(s) and discuss or email property details to you including photos and, where applicable, a floor plan. Once you have decided on the properties you would like to see, we will arrange a convenient date and time to view the properties with you. It is advisable to arrange viewings as soon as possible as it is a fast moving market and properties let very quickly!

MAKING AN OFFER

When you have found a property you would like to rent we will put an offer forward to the Landlord. Please be aware of the following:

RENT: Rents can be advertised weekly or monthly but are usually payable monthly, quarterly, biannually or annually in advance. Please note that the rent does not usually include utilities ie gas, electric, water, council tax, television licence or internet connection charges.

FEE OF INTENT: You will normally be asked to pay a Fee of Intent to secure the property. This is paid by prospective Tenants in order that a property can be taken off the market. This is generally non-refundable if you change your mind about the property or if you fail the appropriate reference checks. Typically you will be asked to pay the sum of £500.

OFFER AGREED - SUBJECT TO CONTRACT AND REFERENCES

Once our client has accepted your offer Carter Jonas

Boileaus will prepare the tenancy paperwork which includes:

IDENTIFICATION: You will be required to provide us with two forms of identification ie full valid Passport, Driving Licence, utility bill or bank statement. If you are an overseas applicant you may also be asked to provide an official letter which has been issued recently from your foreign address along with your Visa.

ADMINISTRATION FEE: The Administration fee includes the reference application and the tenancy paperwork including the tenancy agreement. The administration fee is £200.00 + VAT (£240.00 including VAT)

REFERENCES: Carter Jonas Boileaus will apply for references on behalf of the Landlord using a credit referencing agency. A bank reference, employment reference and/or accountant/solicitor/personal reference will generally be obtained. The cost is included in the administration fee.

GUARANTOR: A Landlord may request a Guarantor if he/she is not satisfied with the references supplied. The Guarantor must be UK based and somebody who will guarantee payment of the rent and any other liabilities under the Tenancy. References will be taken on the Guarantor as though they were renting the property. An additional fee of £50.00 + VAT (£60.00 including VAT) will be payable.

DEPOSIT: During your Tenancy a security deposit will be held by either Carter Jonas Boileaus or the Landlord in accordance with the Tenancy Deposit Protection (TDP) scheme. The deposit is held against unpaid bills, outstanding rent or repairing damage caused during the course of the tenancy. Interest is payable on deposits. The deposit is normally equivalent to six week's rent and if held by Carter Jonas Boileaus, will be registered with the Tenancy Deposit Scheme. The Tenancy Deposit Scheme (TDS) is a government backed accredited protection scheme which aims to resolve deposit disputes quickly and efficiently. A certificate of the deposit registration will be sent to you within 30 days of the deposit monies being paid or the tenancy commencing or extending.

TENANCY AGREEMENT: Carter Jonas Boileaus will provide our standard tenancy agreement or our Landlords own version including any special clauses. You will need to initial the bottom of every page, sign where indicated and have your signature witnessed prior to the start of the tenancy. Please note that this is a legal agreement between you and the Landlord and we would recommend that independent legal advice should be taken. Preparation of our standard documentation for both a fixed term renewal, rent review and periodic tenancy is £35.00 + VAT (£42.00 including VAT).

STATEMENT OF MONIES: This is an invoice detailing the initial monies due which include the first rental payment, the deposit and the Administration fee less the Fee of Intent payment. We are unable to release keys until all funds have cleared.

MOVING IN

RENT: Payment can be made by the following methods and must be cleared funds prior to the start of the Tenancy;

BACS Transfer	Allow 3 days for the funds to show in our account
CHAPS Transfer	Transfer must be made by 12 noon day prior to start date
Personal Cheque	Allow 7 days for the funds to show in our account
Bankers Draft	Equivalent to Cleared Funds
Building Society Cheque	Equivalent to Cleared Funds

GAS SAFETY CERTIFICATE: In accordance with the Gas Safety (Installation and Use) Regulations 1988, a Gas Safe registered engineer will check all the gas appliances, installations, flues and pipe-work and will issue a certificate. The GSC is carried out annually and a copy will be provided to you by your Landlord within 28 days of the certificate being carried out.

ENERGY PERFORMANCE OF BUILDINGS (CERTIFICATES AND INSPECTIONS) (ENGLAND AND WALES)

REGULATIONS 2007: From 1st October 2008, a prospective Tenant of a residential property must be provided with an Energy Performance Certificate (EPC) free of charge. EPC's must be provided by accredited energy inspectors and last for 10 years.

INVENTORY MAKE AND CHECK IN: An inventory check in will be arranged where possible with an independent inventory clerk. An inventory details the contents and the condition of the property and you will receive a copy for your approval and retention. At the end of the tenancy a check out should be undertaken and any disputes about the deposit at the end of the tenancy will be resolved by reference to the inventory. It is usual for the Landlord to pay for the inventory check in and for the Tenant to pay for the inventory check out. Typically you will pay £100.00 - £150.00 + VAT (£120.00 - £180.00 including VAT).

KEYS: We will arrange a suitable time for you to either collect the keys or meet at the property during the inventory check in to take possession of the keys. Where possible, a minimum of two sets of front door keys will be provided to you. We will ask you to sign a key receipt. If you misplace any keys during your Tenancy, please contact the landlord or Carter Jonas Boileaus immediately.

UTILITIES: Once you have moved in to your chosen property you will be responsible for contacting the utility

companies (including TV licensing) and arranging for all accounts to be transferred into your name. Carter Jonas Boileaus will also notify the utility prover on behalf of the landlord.

INSURANCE: You are responsible for insuring your own personal possessions as these will not be included under your Landlords insurance policy.

STAMP DUTY & LAND TAX: Payment of any Stamp Duty Land Tax (SDLT) that might be due on a Tenancy Agreement is solely your responsibility as Tenant. This is a legal obligation and HM Revenue and Customs may impose fines or penalties for failure to comply. The current Threshold is £125,000 per year. More information and guidance can be obtained from either www.arla.co.uk or www.hmrc.gov.uk.

MANAGEMENT OF THE PROPERTY: We will provide you with the contact details of the person or Agent who will be responsible for the management of the property during your tenancy.

CHANGE OF TENANT: If a person forming the Tenant in a shared property wishes to be replaced by a new person during the Tenancy (subject to the Landlords consent and receipt of satisfactory references) an administration charge of £325.00 + VAT (£390.00 including VAT) will be payable by the Tenant for drawing up two copies of a new Tenancy Agreement or Deed of Assignment for the Tenant and Landlord, re registering the deposit and applying for references. There will be no new inventory check-in and the new person forming the Tenant will acknowledge by signing the Tenancy Agreement or Deed of Assignment which contains a relevant clause full responsibility for the current condition of the property and any existing damage which may have occurred is accepted. The new person forming the Tenant pays the outgoing person forming the Tenant their share of the deposit (no monies are distributed by Carter Jonas Boileaus) and should keep back an agreed proportion of monies in case of any existing damage in the property which will need to be contributed towards damage at the end of the Tenancy.

DATA PROTECTION: Carter Jonas Boileaus will hold the personal information provided by the applicant in a secure manner. This information will be provided to a reference agency to enable the referencing process to proceed; to the Landlord to approve that the Tenancy may proceed; and to utility suppliers and the local authority. If the applicant is unsure of this process or wishes information withheld then he should contact the relevant office of Carter Jonas Boileaus without delay.

We hope the above is satisfactory and helps you in your preparation, however please contact us should you need further clarification whereupon we will be happy to assist.

We should be grateful if you would please sign and date this document by way of acceptance and return this to us along with your completed application form.

Signed (By proposed tenant)

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Signed (By Agent)

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Dated

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