

TENANT FACT SHEET



INFORMATION

This fact sheet is a guide to help you with your tenancy application and is not intended to form part of any agreement. Should you have any further questions please contact us. The process of taking references and completing credit checks takes **approximately** 10 working days. Please note this timescale is only a guideline and can differ from one application to another.

DOCUMENTS REQUIRED

For each applicant we require (where applicable);

Completed application form	Recent council tax bill
Last 3 months consecutive wage slips	Landlord reference (if currently renting)
Last 3 months consecutive bank statements	Employment reference
Passport	Mortgage statement (if property currently mortgaged)
Recent utility bill	Set of accounts (if you are self-employed)
Your personal credit check (dated within the last 30 days) from a reputable company such as Experian or Equifax	

If you are unable to provide any of the above please contact us to discuss alternative documents.

APPLICANT REQUIREMENTS

To rent a property from Pad-2-Let you must be a UK national or have been resident in the UK for at least the last 6 months, be aged 21 years or over AND have a good credit record. You will also need to provide the following;

- The bond/deposit and first month's rent
- A bank account to pay the monthly rent by standing order

APPLICATION FEE

In accordance with the Tenant Fees Act 2019 we do not charge an application fee.

GUARANTOR

In certain circumstances we may also ask for a guarantor (someone who will agree to pay the rent if for any reason the tenant defaults). This is an extra form of security for the Landlord and will only be taken up in unusual circumstances. The guarantor must complete an application form, own their property and sign a legally binding agreement to pay all rent and other charges due if you fail to do so.

REFERENCES

Where possible, please provide a written reference from your Landlord/Letting Agent and also your Employer (or Accountant if self-employed). It is a good idea for you to inform the relevant recipients that we will also contact them to verify their references. Should any reply be unsatisfactory or information given by you found to be inaccurate, we may be unable to proceed with the tenancy.

CREDIT CHECK

If possible, please provide your own personal credit check report dated within the last 30 days from a reputable company such as Experian or Equifax. They usually offer these for free and it also may help speed up the referencing process. Should the report be unsatisfactory or information given by you found to be inaccurate, we may be unable to proceed with the tenancy.

TENANCY AGREEMENTS

Your tenancy will be an Assured Shorthold Tenancy with an initial fixed term of 6 months during which neither side may terminate the tenancy. After this period the tenancy will continue on a month by month basis or you may terminate the agreement by giving one month's notice (or by the Landlord giving two month's notice). Tenancies may be able to be extended, subject to agreement of the Landlord. Should you request changes to an existing tenancy an administration charge of £50 including VAT will apply to draw up new agreements.

BOND/DEPOSIT

The bond is payable as soon as your application has been approved and will ensure that the property is secured in your name. The bond is not held by the Landlord/Agent but is forwarded to the Deposit Protection Service (DPS) and you will be issued with a

certificate once funds have cleared. From 1st June 2019 (in accordance with the Tenant Fees Act 2019) the maximum amount of bond you will be asked to pay is the equivalent to 5 weeks rent (providing the annual rent is less than £50,000). The bond is to cover the costs, if any, of rent arrears, neglect, misuse or damage by the tenant to furnishings, fittings and decor incurred during the tenancy. At the discretion of the Landlord or his agent, where applicable, industrial cleaning, repairs and gardening may be carried out at the end of the tenancy and the cost deducted from the deposit.

MOVING IN

When all references have been received, we will arrange a date for you to move in. You will then be asked to pay the bond/deposit (see below) and first month's rent by bank transfer. On the moving-in day we will meet you at the property to check the inventory, take meter readings and sign all the relevant documents (all parties must be present). Please note that personal belongings/furniture cannot be moved into the property until our process has been completed.

SERVICES

Pad-2-Let will contact the utilities, gas, electricity, local council and water board to inform them of your occupation of the property along with any meter readings. Although a telephone socket may be present in the property it may not be in working order. The Landlord is not responsible for any charges made to connect or reconnect the line.

TV/SKY

The property will be provided with a TV aerial. You may need to re-tune your TV and you may also require a digi-box if your TV is not digital. Sky is not normally provided. Should you wish to install this at your own expense you must get permission from the Landlord first. Please remember to purchase a TV Licence.

PAYMENT OF RENT

After the initial first month's rent, payments must be made monthly via standing order for which you will need to complete a mandate supplied by Pad-2-Let. You must also inform your bank to give authorisation.

REPAIRS / EMERGENCIES

If anything goes wrong with the structure of the property (and contents in the case of furnished accommodation) the Landlord is responsible for the repairs. In managed properties any problems should be reported to Pad-2-Let as soon as possible. (In non-managed properties you should report directly to the Landlord). If anything goes wrong due to misuse or neglect it will be your responsibility to cover the costs of repair. Your own furniture and possessions are of course your responsibility to insure against fire, theft & damage.

For out-of-hours maintenance issues please call 07851 867340. We will endeavour to deal with all call-outs as quickly as possible but please note this may not always be possible during the middle of the night as most contractors do not work night shifts. Please remember to call 999 if life is in danger, ie. fire, break-ins, etc.

RIGHT TO RENT

From 1st February 2016 all Landlords and Agents will perform additional checks on applicants as part of the Immigration Act. These checks are not intended to do anything other than restrict illegal immigrants from accessing rented accommodation. Please do not be offended if we ask to see your passport or other documents which may show your immigration status.

OBLIGATIONS

As a tenant you must;

- Lock all doors and windows whenever you go out
- Take good care of the property and its contents and repair any damage (we suggest you take out insurance to cover this)
- Keep the property heated, especially in winter
- Allow us (or workmen) into the property to repair or inspect it
- Keep the garden tidy and mow the grass in summer
- Pay the utility bills (gas, water, electricity, council tax, telephone, etc)

As a tenant you must NOT;

- Cause a nuisance to neighbours
- Leave the property empty for more than 30 days
- Use the property for any illegal or immoral purpose
- Run a business from it
- Take in lodgers (whether they pay you or not)
- Sub-let the property
- Alter the outside/inside of the property
- Alter the gas or electricity meters
- Make any alterations to the electrical wiring, plumbing or décor.
- Change the locks without our permission
- Keep pets without our permission
- Allow anyone to smoke in the property