

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.

DOCUMENTS REQUIRED

For each applicant we require;

Completed application form	Recent council tax bill
Last 3 months consecutive wage slips	Landlord reference
Last 3 months consecutive bank statements	Mortgage statement
Passport	Set of accounts if you are self-employed
Recent utility bill	Application fee £70 (inc. V.A.T.) per adult

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

The application fee is the charge by Pad-2-Let for administering references and credit checks. This application fee is £70 including V.A.T. per application and is non-refundable should the Landlord decide not to proceed with your application, you no longer wish to proceed with the application or your references prove to be unsatisfactory. The application fee is payable at the same time as submitting the application form and must be paid by cash or bank transfer.

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

It is a good idea for you to inform the relevant recipients beforehand that we will be in touch so we can look forward to a prompt and accurate reply. Should any reply be unsatisfactory or information given by you found to be inaccurate, we will be unable to proceed with the tenancy. The process of taking references and completing credit checks takes **approximately** 7-10 working days. Please note this timescale is only a guideline and can differ from one application to another.

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. At the end of the first six months tenancy we will approach both the tenant and the Landlord to see if either party wishes to extend the agreement. Once you have taken over the property the most important fact to remember is that it is the Landlord's private property. As a tenant you have the right to live in the property without interference by the Landlord, but the Landlord is entitled to expect that you will look after the property as he/she would if they were living in the property themselves.

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. This must be paid by bank transfer as we are unable to accept cash over the value of £150.00. On the moving-in day we will meet you at the property to check the inventory and sign all the relevant documents (all parties must be present). This will take approximately 30-40 minutes. Between us we will read the gas/electricity/water meters and check the inventory. Please note that personal belongings/furniture cannot be moved into the property until our process has been completed.

BOND/DEPOSIT

The bond is payable as soon as your application has been approved and will ensure that the property cannot be rented to any other interested parties. The bond is not held by the Landlord/Agent but is forwarded to the Deposit Protection Service (DPS) in accordance with the Law. You will be issued with a certificate once the bond it has been protected. The bond is to cover the costs, if any, of 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.

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. A fee of £18.00 including V.A.T. will apply to all late rental payments.

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.

Pad-2-Let can be contacted for emergencies out of hours on 07851 867340. Please remember to call 999 if life is in danger, i.e. fire, break-ins, etc. 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.

RIGHT TO RENT

From 1st February 2016 all Landlords and Agents will perform additional checks on applicants as part of the Immigration Act. The 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. If you are a British or EEA national you can satisfy these checks by showing your passport or other specified documents such as a driving licence in combination with a full birth certificate. For the majority of non-EEA migrants who are here lawfully, the checks are equally simple and can be satisfied with a Biometric Residence Permit (a credit card sized document that carries your name, date of birth, photo and immigration status). A number of other documents will be acceptable for purposes of the check if you do not possess a passport, driving licence or biometric residence permit.

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 (prior notice will be given)
- 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
- Change the locks without our permission
- Keep pets without our permission
- Allow anyone to smoke in the property