

# GORDON BROWN

SALES & LETTING

## Information For Tenants

### RENTAL APPLICATION FORM

Should your offer to rent to the property be accepted by the landlord then referencing is needed to be completed via **Goodlord** and is required for each person aged 18 and over. The referencing is made up of ID, Credit, Residential and Income checks. This also includes a Right To Rent check as this is a legal requirement for renting in the United Kingdom.

### HOLDING DEPOSIT

A Holding Deposit Fee equivalent of one week's rent will be requested at the referencing stage. This Holding Deposit will be off-set against the first month's rental payment received.

The Holding Deposit is non-refundable should you fail the Right To Rent checks, you provide misleading information, you withdraw from the property or you fail to take reasonable steps to enter into a tenancy within the agreed timescale. The Holding Deposit does not constitute the offer of acceptance of a tenancy until such time as successful referencing is completed and the Tenancy Agreement is signed and executed by both parties. We will liaise with you to agree on a start date for the tenancy.

Schedule 2 of the Tenant Fees Act 2019 – Treatment of the Holding Deposit – governs how we deal with the Holding Deposit. This Schedule applies where a Holding Deposit is paid to either a Landlord or Letting Agent in respect of a proposed tenancy of housing in England. In this Schedule, 'the deadline for agreement' means the fifteenth day of the period beginning with the day on which the Landlord or Letting Agent receives the Holding Deposit. Unless both parties agree otherwise, this Holding Deposit must be returned to you if it is decided by the Landlord or Letting Agent not to proceed with the tenancy after a Holding Deposit has been paid. The deposit must be returned to you no later than 7 days after a decision is made not to proceed.

### REFERENCES

We use **Goodlord** who undertake referencing and credit checks for both applicants and Guarantors (if a Guarantor is necessary). This process usually takes **10 working days**. Please check with our office for both Tenant and Guarantor suitability.

## **DEPOSIT**

We require a minimum of one months' rent as a damage deposit. This is returnable at the end of the tenancy in accordance with your Tenancy Agreement & Tenancy Deposit Scheme Agreement. We will only return the damage deposit as one single payment; we will not split deposits per tenant.

## **INITIAL PAYMENT**

The remainder of the first months' Rent, the Damage Deposit, the Contract and Holding Deposit must be received as cleared funds before the tenancy commences. If paying by personal or company cheque, this must be received ten (10) days prior to possession.

## **FUTURE RENTAL PAYMENTS**

All rental payments are required monthly in advance via either PayProp if a Managed property or to the Landlord directly if we do not manage the property on the Landlords behalf.

Please ensure you have the correct bank details of the account the rent is to be paid from. The whole rent is to be paid via one payment and not to be split between tenants.

## **INVENTORY & TENANCY HANDBOOK**

A detailed Inventory and Tenancy Handbook will be prepared for when you move into a Managed property. This sets the benchmark for the condition of the property in terms of protecting your Damage Deposit. The document will be emailed to tenants to add any comments if necessary. The Tenancy Handbook also includes helpful tips to take you through the duration of your tenancy and how you can contact us, report maintenance etc.

## **KEYS**

A set of keys to the main entrance door will be provided for each adult tenant. We take your safety and security seriously. You are not permitted to cut new keys or change locks to the property without the permission of Gordon Brown Estates.

## **UTILITIES**

For Managed properties, we will read all the meters and record the meter readings on the Inventory/Tenancy Handbook. We will advise the Council Tax Office and the water supplier of your residence and will do the same when you move out.

Should you change suppliers of your gas, electricity and water, then you must update us as soon as possible. You must provide copies of final utility bills when you leave the property. Your Security Deposit will not be released until we have these details.

You must organise the connection and disconnection of telephone, cable and internet services yourself.

## **CHANGES TO A TENANCY**

Any changes or amendments made to a Tenancy Agreement are subject to a charge of £50.00 inc VAT.