

# What Happens Next?



## IMPORTANT INFORMATION FOR TENANT APPLICANTS

**NOW THAT YOU HAVE VIEWED AND SELECTED A PROPERTY YOU WISH TO RENT, THE WHEELS WILL BE SET IN MOTION TO PREPARE FOR YOU TO TAKE OCCUPATION, SUBJECT TO CONTRACT AND SATISFACTORY REFERENCES.**

## WHAT HAPPENS NEXT?

The following should provide the answers and the information you need to know, but if you have any other questions, please let us know and we will be happy to discuss them with you.

## Q WHAT WE NEED FROM YOU NOW

### A ADMINISTRATION FEE

This is a non-refundable charge to cover our administrative costs. Our fees are currently £150.00 plus VAT (£180.00) for the first applicant and £75.00 plus VAT (£90.00) for each subsequent applicant. Once paid we will advise any other applicants that the property is under offer, and we will hold the property for you, subject to contract and satisfactory references. This means that there is no obligation on the Landlord to proceed until satisfactory references have been obtained and the Tenancy Agreement has been signed.

### PROOF OF IDENTITY

We will require photographic ID for each Tenant. This can be Passport or Photo ID or current UK/EU Photo Card Driver's License.

### PROOF OF RESIDENCY

This can be a utility or council tax bill or a bank statement addressed to you at your current address and must be no more than 6 months old. Should you not be located on the voters roll by the credit agency you will be asked to provide additional proof of residency which is date specific. Again this is required for each Tenant.

### COMPLETION OF APPLICATION FORM

In order to start the referencing process, please complete and sign our standard application form. The application form(s) will normally then be sent to you by email and once completed the forms will be acknowledged and processed.

When filling out the form please ensure that you have telephone numbers, fax numbers and email addresses of all referees to avoid any unnecessary delays in the process. From experience it is always helpful to let these people know in advance that they may be contacted for a reference. Credit checking normally takes 2-3 days but may take longer if the credit agency we use has difficulty in identifying you.

Please note that your basic annual income needs to be at least 2.5 times the annual rent and that you should have been in continuous employment for at least 12 months in order to comply with our referencing criteria. If you do not meet this criteria, it will be necessary for you to provide a Guarantor. A guarantor is someone who is prepared to undertake responsibility for the full amount of the rent should the tenant be unable to meet the payments at any time during the tenancy and also for any breach of the tenancy terms. The guarantor will be required to sign a Guarantor Agreement and allow a financial reference to be taken on them. Our fee for processing a Guarantor application is £90.00 including VAT. Please discuss your situation with us if you have any queries.

You can call us for a progress report on your application if you wish, but please be assured that as soon as we receive replies from your referees and the credit referencing agency we will let you know the result and your confirmation document pack will be sent to you.

## Q THINGS YOU MUST DO BEFORE THE START OF THE TENANCY

### A UTILITY SERVICES, TELEPHONE AND COUNCIL TAX

We will arrange to transfer the gas (if applicable), electric and water services into your name, and notify the council tax authority of your residency, with effect from the commencement of the Tenancy. Some utility providers may require a deposit if you have not previously had a supply in the UK in your name. Neither the Landlord or his Agent can transfer the telephone into your name nor be responsible for ensuring there is an active working telephone line available to you. In the event that the telephone line is disconnected, it will be your responsibility to arrange and pay for reconnection.

### INSURANCE COVER

Tenants are advised to take out appropriate Contents Insurance, which includes third party cover for the Landlord (ie insures against accidental damage caused by you to the Landlord's effects – thereby also protecting your deposit). We can give you details of companies offering specialist Tenant cover if required so that you can make arrangements for this now.

## STANDING ORDER FOR FUTURE RENT PAYMENTS

Your rent is payable calendar monthly in advance. The rent for the first month, together with the Security Deposit must be paid by you prior to the start of the Tenancy in cleared funds (see Initial Rent Payment and Security Deposit below).

Thereafter rent payments must be made by Standing Order (we do not operate a direct debit system). Standing Orders are your instructions to your bank to make a payment on your behalf, they cannot be changed or cancelled by anyone other than yourself.

Only one Standing Order payment is acceptable for payment of rent, we cannot accept split payments. To accommodate a single payment, you may wish to open a "house account" with your joint Tenants. We will provide you with a partially completed Standing Order Mandate so that you can set up the payment with your bank. The rent must leave your account at least 3 days before it is due, to ensure it reaches our account by the rent due date.

## Q WHAT WE NEED FROM YOU BEFORE THE START OF THE TENANCY

### A SIGNED TENANCY AGREEMENT

In most cases we will provide an Assured Shorthold Tenancy Agreement for you to sign as soon as satisfactory references have been obtained on each Tenant and any Guarantor if applicable, and a successful credit search report has been received. The cost of the preparation of the Tenancy Agreement is included in the Administration Charge which you will have already paid to us. The Tenancy Agreement must be signed by each Tenant prior to occupation.

The Tenancy Agreement will clearly outline the responsibilities and obligations of both the Landlord and the Tenant. You will have the opportunity to read through the Tenancy Agreement and discuss any questions you may have with us, or get other independent advice, before you sign it.

### INITIAL RENT PAYMENT

You must pay the first month's rent so that cleared funds are in our account by no later than the Tenancy start date. This can be in the form of a Bankers Draft or Building Society cheque, or payment may be made by direct Bank Transfer, BACS or CHAPS. A personal cheque is only acceptable if it is received at least 10 working days in advance of the Tenancy start date.

### THE SECURITY DEPOSIT

You will be required to lodge an amount, usually equivalent to six weeks rent, as security against damage and disrepair not attributable to fair wear and tear. This is payable at the same time as the first rental payment on or before the start date of the tenancy in the form of cleared funds.

Please note that at no time can these monies be used for payment of rent. The deposit monies will be safeguarded by one of the Government designated schemes as required by the Compulsory Tenant Deposit Protection regulations under the Housing Act 2004.

Further information will be provided to you within your Tenancy Agreement. Where the deposit is held by Rees & Associates, we will do so as Stakeholder. Please note that interest will not be paid on any security deposit lodged with us.

## CHECK OUT CHARGE

An administration charge for our time inspecting the property and dealing with the usual end of tenancy matters is payable at the end of the Tenancy. Our fee is based on the number of bedrooms within the property and are as follows:

- £50.00 including VAT for a single room in a shared house;
- £75.00 including VAT for a studio, one bedroom house or flat;
- £100.00 including VAT for a two bedroom house or flat;
- £125.00 including VAT for a three bedroom house or flat;
- £150.00 including VAT for a four bedroom house or flat.

## Q WHAT ELSE YOU SHOULD KNOW

### A HANDOVER OF KEYS

Unless advised to the contrary, keys will be available for collection from our office on the Tenancy start date. However keys can only be handed over upon satisfactory completion of all the pre-tenancy formalities and documents as outlined above.

### STAMP DUTY LAND TAX

Under the Finance Act 2003 the Tenant is solely responsible for the payment of Stamp Duty Land Tax which may, under certain circumstances, be applicable on a Tenancy and any subsequent extensions thereof. Whilst we do not anticipate this will apply in the case of your tenancy, the regulations can change and it is your responsibility to check whether you are liable for this Tax. Further information should be obtained from the Inland Revenue enquiry line on 0845 6030135 or from their website at [www.inlandrevenue.gov.uk/so](http://www.inlandrevenue.gov.uk/so).

### PETS

Your Tenancy Agreement does not allow pets to be kept in the property without prior written consent from the Landlord. You must advise us if you wish to keep any pet as special permission must be sought, but this may not be granted. If permission is granted, you will be required to provide an additional deposit of £250.00 as security against any related damage to the property.

## TV LICENCE

Television sets are not normally provided in rented accommodation. Please note that the tenant is responsible for paying the licence fee in respect of the use of any television set in the property during the tenancy, even if it is the property of the Landlord.

## CABLE OR SATELLITE

Cable or satellite television installations are not normally included in rented accommodation and in leasehold properties there are often prohibitions to these. You must seek permission from the landlord if you wish to install cable or erect a satellite dish, but this may not be granted.

## GUESTS STAYING

Whilst it is expected that tenants may wish to have occasional guests to stay for short periods, please be aware that long term or multiple guests may constitute a breach of your tenancy agreement. If in doubt, please check with us or the Landlord first.

## ACCESS

The Landlord or Rees & Associates or our appointed contractor will require access to the property from time to time during the tenancy. There will be a clause to this effect in your tenancy agreement. However the infringement on your privacy will always be kept to the minimum possible and, unless it is an emergency, you will be given prior notice.

## SMOKING

Smoking is normally strictly prohibited in rented accommodation unless written permission is obtained within the tenancy agreement.

## TENANT RESPONSIBILITIES

During your tenancy you are responsible to care for the property in a "tenant-like manner" and you will be expected to take reasonable care of the property and its contents. You should not abuse the property or infringe upon the peaceful enjoyment of the neighbourhood. The following are some (but not all) of the tenant responsibilities which will be included in the terms of your tenancy agreement.

- Changing fuses, light bulbs, tap washers, batteries in smoke alarms (if applicable), and broken glass
- Keeping the property sufficiently ventilated to ensure condensation does not build up in problem areas
- Keeping drains and guttering free of obstruction
- Maintaining any garden in a tidy condition in accordance with the season
- Ensuring windows and doors are locked when the property is unattended
- Taking the necessary steps to prevent freezing of the water and heating systems, particularly if you are absent from the property during the winter months

- Not allowing rubbish to accumulate thereby avoiding any possible infestation and health hazard
- Reporting to the landlord or his managing agent any problems that may arise so remedial action can be taken quickly to minimise the damage. Failure to do so may result in you being charged for the subsequent repair.

## MAINTENANCE

All maintenance problems should be reported to the landlord or his representative (you will be advised who this is at the start of the tenancy). Any routine maintenance to the systems and appliances within the property is usually the responsibility of the landlord. However if any damage is caused by negligence or improper use rather than 'wear and tear', the cost of any resultant repair or replacement will be your responsibility. Routine maintenance and care of appliances may avoid unnecessary costs for yourself or the landlord, eg:

- Vacuum Cleaner – check bag and hose for blockages
- Radiators – regularly bleed to remove air blockages
- Washing Machine – check filters are cleaned regularly
- Dishwasher – ensure rinse aid and salt are topped up.

## RENEWAL OF TENANCY AGREEMENT

In the event that agreement is reached between you and your Landlord for your tenancy to be renewed for a further term, your contribution to the preparation of the renewal documentation will be £60.00 including VAT.

## DATA PROTECTION

Information supplied by you will be held on our computer system in accordance with the company's notification under the Data Protection Act 1998.

## VAT

All fees are inclusive of VAT at the prevailing rate of 20.00%.

## OFFICE CONTACT DETAILS

- Unit 7  
Stow Court  
Stow Road  
Stow-cum-Quy  
Cambridge  
CB25 9AS  
t: 01223 81 00 55  
f: 01223 81 00 59  
e: info@reesassociates.co.uk

## OFFICE OPENING TIMES

- 9.00 a.m. to 5.00 p.m. Monday – Friday