

Residential Letting & Property Management

A Guide for Prospective Tenants

Residential Letting

Tel: 01923 835355

Fax: 01923 822211

A BRIEF GUIDE TO PROSPECTIVE TENANTS

This guide aims to give you a step by step account of the procedures we undertake to organise a successful tenancy.

STEP 1 – VIEWING AND SECURING YOUR NEW HOME

Once you've seen a house or an apartment that you like, you will need to make an acceptable offer for the property to one of our staff members who will discuss this with our Landlord client as soon as possible. As properties are offered as seen, it is important that if you require the Landlord to consider providing any extra items or make any alterations, i.e. to carpets or décor, or maybe to include any services, your requests need to be made at the time of making the offer. Please do not hesitate to discuss any points with the negotiators at our offices who will, in turn, endeavour to get approval from the Landlord. Once an offer has been accepted, it is always on the basis of being 'subject to contract' and of course subject to suitable and satisfactory references. In addition a Tenancy cannot commence until cleared funds have been received. A holding deposit will be needed at this stage.

STEP 2 – HOW THE TRANSACTION PROGRESSES

Once the terms of rental have been agreed, you will be sent a confirmation letter detailing your offer along with a proposed draft Tenancy Agreement. This is the legal contract between you and the Landlord; it is important to read the draft Tenancy Agreement carefully to ensure the details are correct and that you understand fully the terms of the Agreement. Once the document has been agreed, you and the Landlord will both need to sign your respective copies and have the signatures witnessed. When both signed parts are received by Robsons the Agreements are held until all funds are in place and all documents are then dated and exchanged, this when the Tenancy agreement becomes a legally binding contract.

STEP 3 – REFERENCES

In order to obtain references, you will be asked to complete a tenant application form giving personal details, employment details and details of your previous landlord. The completed tenant application form is sent to the referencing company and a reply is usually received promptly. All references are subject to the Landlord's approval. In the event that a guarantor is required, he will be referenced in the same way. Prospective Tenants are charged for referencing and an administration fee is payable to Robsons for producing the tenancy documentation.

(Please ask for written confirmation of the details of our Tenant charges.)

STEP 4 - INITIAL PAYMENTS

You will be sent an initial invoice, which needs to be paid, by cleared funds, prior to the start of your tenancy. This initial invoice is made up of the following:-

- The first payment of rent in advance (usually payable either monthly or quarterly)
- The deposit (usually equivalent to either one months rent and up to six week's rent)
- The Tenancy Agreement fee
- The cost of obtaining references.

You will be asked to set up a standing order for future rental payments.

STEP 5 - DILAPIDATION DEPOSIT

Robsons (Northwood LLP) are members of the The Dispute Service / Tenancy Deposit Scheme (TDS) www.thedisputeservice.co.uk and your deposit will be held by us, as stakeholder, for the duration of your tenancy, unless otherwise advised at the time of your initial negotiations. This means that your deposit is protected and at the end of your tenancy, once any dilapidations have been agreed, no monies can be released without your written consent and that of the Landlord. There is a strict timetable to follow regarding the return of deposits, and if there is a dispute over any dilapidation, the matter can be referred to the Independent Case Examiner at TDS for adjudication.

STEP 6 – MOVING IN

On the first day of your tenancy, you will be invited to meet an inventory clerk at the property. This is known as the check-in at which time the contents and condition of the property will be reviewed and checked. Provided that the tenancy agreement has been signed by both parties, satisfactory references have been received, and the monies due have been received and cleared, the keys will be handed to you. If there is gas in the property you will be given a Gas Safety Certificate which will be renewed annually. You will also be given details of who to contact during your tenancy for management issues. This will normally be either the Landlord or the Robsons Letting and Management Department.