

Beville

ESTATE AGENCY

LETTINGS - Tenants Guide



References

Once terms have been agreed by us, on behalf of the landlord and yourselves, you will need to complete the online application form enabling us to obtain suitable references. This will be explained to you by our representative.

The completed form will then be submitted to a credit and referencing agency for processing. Three working days are required to raise and process the necessary paperwork once we are in receipt of satisfactory references.

It is your responsibility to ensure that all referees respond promptly, and we advise you should contact all referees upon submission of application. These references comprise of three separate checks:

Tenancy Agreement & Payments of Rent

1. Upon receipt of satisfactory references, a date will be confirmed with you for your tenancy agreement to be entered into. This will be sent to you electronically.
2. A move in date cannot be confirmed until at least three days post your reference approval.
3. The tenancy agreement is non-negotiable, and amendments will not be permitted.
4. The total move in balance that is payable needs to be paid electronically in advance of your move in.
5. Keys will NOT be released until payment has been received.
6. Future rental payments are due on the anniversary of the move in date of each month, and you will be provided with bank details for crediting account. Rental payments must be paid on time and in one single instalment electronically by standing order or electronic transfer.
7. Any late payment of these charges will be subject to interest at the prevailing rate and deductible from your deposit.
8. Please note that should your landlord manage the property, future rental payments will be due to them direct.

1. **Employment & Income:** you will need, as a household, to earn a yearly salary that is equivalent to at least thirty times the monthly rental. Earnings must be purely based on salary; working tax credits or savings cannot be used towards your income. Any additional income, such as commission, must have supporting evidence in the form of payslips or bank statements. The initial length of the tenancy cannot exceed the length of your contracted employment.
2. **Landlord's Reference:** whether you have let through an agency or privately, you must fill in the details of whoever manages the property, be it your landlord themselves or the property manager at your current letting agency
3. **Credit Check:** this is an instant credit check looking to ensure you do not have any adverse credit and that you haven't declared yourself bankrupt. If you have any adverse credit history, you will not pass the reference checks.

If your references are declined it may be possible for you to proceed on the basis that a suitable guarantor is obtained, subject to the landlord's approval. This will be addressed on a case-by-case basis and will be dependant on the findings presented to us by the reference agency. Any guarantor will be submitted to the same reference checks and must also be in receipt of a salary sufficient to cover the monthly rental.

Please note that the guarantor must be UK based and will be required to sign the tenancy agreement before your tenancy can commence. They must also provide a photo ID and proof of address when they sign.

Multiple tenants will need to complete individual application forms. It is your responsibility to ensure that your referees respond promptly when contacted. Your move in date to the property will not be arranged until we are in receipt of satisfactory and approved references.



Deposit

The 5 weeks rent held as deposit CANNOT be used for payment of rent either during or at the termination of the tenancy. All deposits will be held in a Government approved scheme during the tenancy and will be returned without interest.

The return of the deposit is subject to deductions for any dilapidation's following your check out. Deposit return is usually finalised within 14 to 28 days, depending on the level of dilapidations.

Insurance

You are responsible for insuring your possessions during the tenancy term. The landlord will be responsible for insuring his contents and the buildings insurance.

Inventory

1. After signing the tenancy, an inventory check in will take place (either with an appointed inventory clerk or with your landlord, depending on who manages the property). A copy of the inventory will be made available for you to sign, along with confirmation meter readings taken that day.
2. Keys will then be released for your move in. Any discrepancies must be agreed at that time, as changes to the inventory post move in are not permitted and will not be accepted.
3. You should allow at least two hours for the move in and termination handover, and your presence is required at both.
4. The inventory will be used again at the end of your tenancy to compare the condition of the property and items included in the inventory; and allow for your deposit refund to be agreed (subject to tenancy obligations).

5. Deposit returns are carried out in line with Government guidelines and regulations. Your deposit will be subject to deductions if the property is not returned in the same order as at move in.

6. We strongly recommend you arrange for the property to be cleaned before you move out to avoid delays in deposit return processes.

Please note that you will be held responsible for the difference in condition of the property and its contents at the end of the tenancy, fair wear and tear accepted. A guideline of cleaning/check out procedures will be sent to you two months prior to your departure to minimize deductions from your deposit.

Utilities

1. If you take up occupation in a property managed by us, meters will be read and the relevant utility suppliers advised of your name to ease the moving in process.
2. If you wish to change provider you're welcome to use websites such as Uswitch after you move in. Ultimately, it is your responsibility to set up and close utility accounts with suppliers at both the beginning and end of your tenancy.
3. It is your responsibility to advise the relevant utility suppliers of your residency at a new property. You should also advise your local council for council tax purposes.
4. You will be liable for the cost of all utility bills, council tax and television license for the FULL term of your tenancy.

5. Should the property be vacated prior to the end of the term, full liability will remain with you until the term has expired or new tenants have taken occupancy.

Management during the tenancy

If we act as managing agent on behalf of the landlord, you should contact our Management Office for advice and queries concerning your tenancy. If the landlord is managing the property you will be provided with their contact details for future correspondence.

Inspections

All our managed will be subject to inspections every four months,(an initial inspection will take place after 6 weeks).These take place Monday-Friday between the hours of 9am-5pm. We will notify you of the date in advance, though we cannot allocate specific times. If you are unable to attend the inspection we will access the property with the pass key, where available.

Forwarding mail

Unless otherwise instructed, please direct any mail for the landlord to us. You should arrange a redirection order for your mail upon vacating the property. We are not responsible for the forwarding of any mail for previous tenants.

Care & Maintenance

1. If you are residing in a property managed by us you must email a report of any maintenance issues to us as they occur. These maintenance issues will then be responded to as soon as possible.
2. Where maintenance work needs to be carried out, your presence is required to allow contractors access to carry out the necessary repairs (unless a pass key is available and the appointed contractor is authorised to collect our key).
3. Where the landlord has a Homecare agreement for any appliance or boiler, you are required to provide access for any related contractor call outs.
4. You must take reasonable care of the property. There is a legal duty on tenants to avoid, or repair, wilful or negligent damage caused by the tenant, the tenant's family members or guests and to do the minor acts necessary to keep the property in a reasonable state.

This would include jobs such as changing light-bulbs, unblocking sinks (where the blockage has been caused by the tenant's waste) and doing other little jobs around the property that a reasonable tenant would do. This is known as the duty to behave in a tenant-like manner.

5. If the property you are renting has the benefit of a garden, it is your responsibility to maintain it during the tenancy.

Renewal & Termination of Tenancy

1. You will be contacted during the last three months of the tenancy to agree either a renewal or termination.
2. Upon the expiry of the initial tenancy, all subsequent tenancies must be renewed on a fixed term basis with a new formalised contract in place.
3. Renewal tenancies can be negotiated to retain a termination clause in effect from the commencement; all contracts that are not terminated must be renewed. We do not permit any tenancy to roll on into a periodic basis with no fixed term in place. Prior to the end of your tenancy an appointment will be arranged for you to meet the inventory clerk for the purpose of carrying out the inventory check out. You must be present and hand over all keys at this time. Meter readings will also be taken and it will be your responsibility to advise utility companies of readings on check out. You should provide the clerk with your forwarding address in order that we can refund the deposit. Please note that this will take approximately 14-28 days once we have received the check out report from the inventory clerk.

Reference Requests

We hope you have found this brochure informative. However, if you have a specific question, or would like to know more about renting your ideal home, please don't hesitate to ask.

Rental Property Address

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Print Name

Signature



We're here to help

Beville is big on selling and letting property South Oxfordshire, but small enough to care about finding you your next home. We have been specialising in property since 2002.

We are here to get you to the front of the queue for good quality, desirable properties, and make renting hassle and trouble-free as possible. We will help you find your property, chauffeur-drive you to see it if required at your convenience and help take care of all the legalities and paperwork for you.

Points to consider:

1. All properties are subject to availability, approved references and signed contracts.
2. All rents are exclusive of all utilities save buildings insurance, unless otherwise stated.
3. All properties are taken as seen in relation to condition, and any queries with regards to items included must be raised pre application submission. If you have any queries you must clarify these prior to paying an initial deposit.
4. The charges involved in moving into a property are as follows:
 - a. 5 weeks rental as deposit (to be held in a Government approved scheme)
 - b. one month's rent, payable in advance.

Beville

ESTATE AGENCY

www.beville.co.uk

28 Peppard Road, Sonning Common, South Oxfordshire RG4 9SU
e info@beville.co.uk | t 0118 924 2526

Beville Property Management Team
t 0118 924 2728 | m 07482 162 064