



Jackie Quinn
estate agents

APPLICATION TO RENT AND GUIDANCE NOTES FOR TENANTS

71 The Street
Ashted Village
Surrey
KT21 1AA

01372 271504
ashtedsales@jackiequinn.co.uk
ashtedlettings@jackiequinn.co.uk
jackiequinn.co.uk



Jackie Quinn & Co Ltd. Company number 03043609. VAT 652848705.

WHAT HAPPENS NEXT?

Once terms have been agreed on a rental property you will be required to:

1. Sign this Application IMMEDIATELY.

2. Arrange for an IMMEDIATE bank transfer of the Holding Deposit (first payment) to:

Jackie Quinn Client Account No: 10951575 Sort Code: 16-20-30 Ref :

- **The Holding Deposit** – this is equivalent to one week's rent. This amount goes towards the first month's rent. This payment will be refunded in full should the Landlord decide not to proceed with the tenancy. Please note: This will be withheld if any relevant person (including guarantor(s)) withdraws from the tenancy, fails a Right-to-Rent check, provides materially significant false or misleading information or fails to sign their agreement (and/or Deed of Guarantee) within 15 calendar days, or any other pre agreed deadline.

3. Anti Money Laundering (AML)

- Any relevant person including guarantors must bring to our office a photo ID document (passport or driving licence) together with a utility bill/ bank/ mortgage/ council tax statement showing your name and current address dated within the last 3 months.

4. Complete an online reference application

- Jackie Quinn Estate Agents then instruct an external referencing agency to process your application. Your details will be submitted to them as soon as payment has been received. Shortly after, you will receive an email requesting that you complete an online application form. You will need your employer's details, your current address and previous addresses if you have lived there for less than five years, your NI number, and previous landlord details. If self-employed you will need your accountant's details.
- Once references have been processed successfully, we shall prepare a Tenancy Agreement which will be emailed to you for signature via **Lettings Hub** an electronic signing system. We will then arrange a mutually convenient time for you to check-in to the property.

The property will remain on the market and we shall not initiate any reference checks until the first payment and all necessary documents have been received. Making this payment does not guarantee your tenancy. Although we have agreement from the Landlord to proceed, we cannot ensure that the Landlord will not withdraw from the proposed tenancy. Any tenancy is also subject to vacant possession and subject to essential repairs taking place prior to commencement of your tenancy.

The next steps - prior to moving in

Before you move in you will need to pay the remainder of the first month's rent together with the Security Deposit equivalent to five weeks' rent (second payment) to:

Jackie Quinn Client Account No: 10951575 Sort Code: 16-20-30 Ref:

The Security Deposit

The Security Deposit will be held by the **Deposit Protection Service (DPS)**. Tenants will receive a Deposit ID number by email to view their deposit online during the tenancy. Further details can be found at www.depositprotection.com. **It is imperative that you keep a record of the Deposit ID number as this is unique to you and will be needed at the end of the tenancy.**

At the end of the tenancy, your deposit will only be returned once the Landlord/Managing Agent is satisfied that the property has been returned in an acceptable condition and that all end of tenancy dilapidations/responsibilities have been addressed e.g. breakages repaired, damaged items replaced, property and carpets deep cleaned in line with check in.

Dilapidation essentially means damage, loss or breakage of any of the Landlord's fixtures, fittings and effects etc, which may occur during the period of the tenancy. It is important, therefore, that you look after the property and its fixtures and fittings. An Inventory/Statement of Condition report may be prepared by the landlord, agent or independent inventory company prior to occupation.

This Inventory/Statement of Condition will then form the basis of assessment of the property's condition, including Inventory items at the end of the tenancy term. Dilapidations that occur will be deducted from the deposit, as will accounts for trades people employed to undertake necessary repairs, or replace any items. Fair wear and tear will obviously be taken into consideration.

Remainder of the first month's rent

The holding deposit, already paid, forms part of the first month's rent and you will need to pay the remaining amount prior to the commencement of the tenancy.

Check-In

With most properties an independent inventory company will have prepared an inventory and will check you in and out of the property. This inventory will set the benchmark for returning the property at the end of the tenancy.

NOTES

County Court Judgements

If you have a County Court Judgement registered against you, it may prove impossible to grant you a tenancy unless satisfactory evidence of clearance of the debt is produced prior to the commencement of the tenancy.

The Tenancy Agreement

It is important that you carefully read the Tenancy Agreement and fully understand it as it is a legal document. Please feel free to ask us any questions if you are unsure of any point. This will be sent to you electronically once all references have been completed satisfactorily.

Let Only and Managed Properties

Properties are either 'Let Only' or 'Fully Managed' by us. For 'Let Only' properties, any maintenance/day to day issues must be reported directly to the Landlord who may also deal with check-in and check-out. You will be informed of this prior to moving in.

Utilities and Council Tax

Unless otherwise stated, you are responsible for the payment of all utilities (gas, electricity, water, council tax etc) during the tenancy and for the payment of final bills. Unless specifically agreed, the landlord is not responsible for carrying out any of the following connections on the date of occupancy. All costs for these connections will be the responsibility of the tenants - Gas - Electricity - Telephone - Water - Council Tax.

Property Visits

During the tenancy term you have the right to enjoy the property without interruption provided that you abide by the terms and conditions of the Tenancy Agreement. However, as Agents for the Landlord, we have an obligation under our contract to check the property at quarterly intervals or more frequently if deemed necessary. We will always contact you to make a mutually convenient appointment prior to such a property visit. Property visits are primarily undertaken to discuss any problems that you may have relating to the property and to ensure that you are observing the conditions of the Tenancy Agreement. If you do experience any problems with regards to maintenance or repair, please let us know immediately. Landlords will carry out their own visits for properties that are not managed by ourselves.

Cleaning

The agreement you sign commits you to keeping the property in a clean and tidy condition – and free from condensation damage. At the end of the tenancy, the property will be inspected and if it does not meet the required standard, we will call in professional cleaners and this cost may be deducted from your security deposit.

Rent

Unless otherwise stated in your Tenancy Agreement, rent should be paid by Standing Order to Jackie Quinn & Company Client Account by the due date each month. *If you experience difficulties in paying your rent, please let us know as early as possible as we have to account to our clients on a monthly basis. Please do not be afraid to approach us – we shall do our best to help.*

Unpaid Rent

Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.

Lost Keys or other Security Devices

You, as the tenant, are liable to the actual cost of replacing any lost keys or other security devices. If the loss results in locks needing to be changed, the costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to you as the tenant. If we need to be involved in arranging the change of the locks or key cutting additional costs will be incurred. There will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost keys or other security devices.

Variation of Contract (Tenant's Request)

£50 (inc. VAT) per agreed variation. To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.

Change of Sharer (Tenant's Request)

£50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher. To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.

Early Termination (Tenant's Request)

Should you, the tenant, wish to leave the property and terminate your contract early, you will be liable to cover the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy. You will not be released from your contract until a replacement tenancy begins.

Checking Out

Just before two months prior to the end of your tenancy we will contact you to discuss your future plans. If it is decided that you will not be renewing your contract, preparations should be made to hand the property back to us on the due date. We will send you guidance notes to help you through this process and give you contact details of cleaning companies etc. Please arrange to take meter readings and ensure that we, and any relevant authorities, have your forwarding

address. In no circumstances should you allow the authorities to disconnect supplies. Please refer to the Inventory and Condition report and return inventory items to their respective rooms to facilitate checking out. Clean curtains, carpets etc and generally prepare the property for the final inspection. Liaise with us and arrange a convenient time for handing over the premises.

Once checking out has been completed and any dilapidations agreed, the deposit or balance of deposit will be returned to you.

Please Note *This information is only intended to provide guidance to assist you to understand your obligations when you wish to rent a property.*

Contents Insurance

Under the terms of an Assured Shorthold Tenancy Agreement, you, the tenant, are obliged to insure your own belongings and the landlord may request to see a copy of your policy to meet the requirements of their buildings insurance.

Please note:

All monies MUST be paid by bank transfer a minimum of five clear working days before the date of occupancy. Under some circumstances, Banker's Drafts and Building Society cheques may be accepted but only where this has been specifically arranged. Personal cheques will not be accepted and we are unable to accept card or cash payments.

Access will not be granted to any property until the references have been received and approved, all payments due have been received and you the Tenant have signed the Tenancy Agreement.

TENANT 1

Signed:_____

Mr Blah Blah Blah

(Applicant)

Date:_____