

TENANT INFORMATION SHEET

The details given below are for your guidance and information, please keep in a safe place for reference.

ADMINISTRATION FEE & HOLDING DEPOSIT: Once you have viewed a property that you would like to consider for a tenancy, we require an administration fee of £240.00 inclusive of VAT to prepare the Assured Shorthold Tenancy Agreement, collate the EPC, How To Rent Booklet, DPS Terms and Conditions and Prescribed Information relating to the tenancy deposit and to inform both the suppliers and the local authority of the change of tenancy for a private let (if references have to be taken there will be a charge of £60 inclusive of VAT for each person) or £240 inclusive of VAT for a company let, **by Bank Transfer or cheque made payable to Johnson and Jones**. The charge is levied towards costs for taking references and drawing up the tenancy agreement and legal notices. If a Guarantor is required an additional sum of £60 inclusive of VAT will be payable, for additional referencing.

A holding deposit of £200 will be required on properties under £1999pcm and a £500 holding deposit will be required on all properties over £2000pcm. The holding deposit is required in order to reserve the property and remove it from our availability list. Please note these fees are non-refundable should you wish to withdraw from the let or should we receive unsatisfactory references.

REFERENCES: We shall require you to complete a **Property Risk Reference Application**, providing details as follows:

- Employment details
- Current or previous landlord details or a mortgage statement, if you are a homeowner
- A credit search will be also be completed

Your employment details will need to include salary information. We will require proof of income and security of employment and this will need to be confirmed by direct contact with your employer or accountant if you are self employed. If you have not been in continuous employment for more than one year or you do not earn a minimum of two and a half times the annual property rental you will require a guarantor. The guarantor must be earning at least two and a half times the annual rental value. You will also be required to provide proof of identity in the form of a passport or driver's licence.

Please note that if you have been living in your current property for less than 18 months or you are not on the electoral register, proof of residency will be required. This must be either:-

- A driving licence showing the current address.
- A recent (less than 3 months old) Gas, Electricity, Water, Telephone / Mobile Bill
- A letter from your Personnel / Human Resources Department confirming your current address. (Note: Banks Statements, Passbooks and Post Office Books are not proof of residency)

DEPOSIT: The equivalent of one and a half's months rent is required, payable by **Bankers Draft / Bank Transfer / cash**, and the deposit will be held by The Deposit Protection Scheme or the Landlord. Provided there are no disputes over unfair wear and tear, damage or dirt or rent outstanding, the deposit will be returned at the expiry of the tenancy. Under no circumstances can this be used as part or all of last month's rent.

Our Bank account details are: - Barclays, Staines branch Account no 63681998 sort code 20-81-11.

RENT: One month in advance, payable by **Bankers Draft / Bank Transfer or cash** for the first month, thereafter by monthly Standing Order.

TENANCY AGREEMENT: A tenancy agreement will be drawn up for a minimum period of six months. The signing takes place at our Offices, you will then be given an appointment to check in to the property. Please note all tenants named on the Tenancy Agreement must sign the necessary documentation before commencement of the Tenancy.

INSURANCE: Please note you are responsible for insuring your own possessions in the property. If you do not already have an existing Tenant's Contents Policy please contact us. This insurance must also cover your landlord's possessions and will therefore safeguard your deposit. Please note if you do not require our insurance you will be required to provide us with a copy of your existing insurance policy.

EXTENSION / RENEWAL: Should the tenant wish to extend the term of the original agreement, or subsequent agreements there will be a charge of £240 inclusive of VAT to cover their share of cost of preparing documentation, for each and every extension or renewal.

CHECKOUT ADMINISTRATION: At the commencement of the tenancy, you will be given a copy of the Inventory, you are advised to thoroughly check it. On expiry of the Tenancy the inventory will be checked by landlord or Inventory Clerk or by the Landlords representative. It is the tenant's responsibility to pay 50% of the costs and disbursements in relation to the "check in" / "check out".

PLEASE NOTE: We are instructed by our Landlord's at all times, their decision whether or not to accept a tenant for their property is final.

ALL CLIENTS MONEY IS HELD IN A PROTECTED CLIENTS ACCOUNT