

APPLICANT/TENANT GUIDANCE NOTES - wef 1/12/08

FURNISHED & UNFURNISHED ACCOMMODATION TO LET:

Thank you for your interest in our properties for let. Attached is our most recent list of furnished and unfurnished accommodation to let in and around the South Leicestershire area. All rental figures quoted are per calendar month, and are exclusive of water rates, Council Tax, electricity, gas, oil, telephone and all other services (unless otherwise stated). If you wish to view any of these properties, please contact us on (01858) 434 838 or (01455) 558829 to arrange an appointment. Please note: In some cases the Landlord may wish to show his own property for which reason we would require as much notice to view as possible, also in the case of the property being in occupation.

AFTER YOU HAVE VIEWED THE PROPERTY:

If you wish to apply for a particular property complete the application form and deliver/post to the Market Harborough office together with a cheque for the documentation/administration fee (see below). Also supply a proof of residency (utility bill in your name and current address no older than 4 months). **N.B. The property you wish to apply for WILL NOT be withdrawn from our advertised list until this application form & payment is received.**

A documentation/administration fee of £150.00 (inclusive of V.A.T.) must be submitted with your reference details. This covers the costs of: referencing (£100) and administration ie drawing up of the tenancy agreement (£50), unless otherwise informed. If a second person requires referencing for the same property the fee would be reduced to £250 for both. The referencing fee is non-refundable (**only exception** is in the case of the property being withdrawn from the market by the Landlord after the tenant application has been accepted)

A deposit, NORMALLY equivalent to one month's rent, will be payable to 'Charles Kimbell Int. The deposit is returnable at the end of the Tenancy, subject to the Tenancy conditions. The deposit will be held throughout the tenancy by The Deposit Protection Service which is a government run scheme regulated by the Housing Act 2004. Full details of this scheme will be given at the commencement of the tenancy.

A withdrawal fee of £100.00 will be retained from the deposit if you decline to take the reserved property after the deposit has been paid and assent to the tenancy has been given, whether verbally or in writing, regardless of the reference situation. In the event of an application being refused, or withdrawal of the property by the Landlord, refund of the deposit will be made in full. This company cannot be held liable for a Landlord withdrawing a property.

Payment of deposit does not guarantee a tenancy as all applications are subject to references.

REFERENCES

Satisfactory References must be provided prior to the tenancy commencing:- This is done by an independent Company for us. A simple straight forward form must be completed. Note: your gross monthly salary must be at least x2.5 rental figure. Details required are: Employment history (if PAYE) for last 12 months, Accountant (if Self Employed - 3 years accounts will be required) and details of residence history covering a minimum of three years. If an application is straight forward, ie PAYE and three years residence then we should have a reply in 24 hours. Part of the procedure is a Standard Credit Search - any County Court judgments or bankruptcy details will be found. If you have any please discuss with us prior to application - as a 'No' on the form will mean automatic rejection. If a student or unemployed then either all the rent can be paid in advance and a guarantor will be required. A guarantor must have a clean credit history and be earning 3x the monthly rent, per month. Addresses should be main not temporary.

The deposit and rental payments on all properties are always payable in advance. The first month's rent is payable either on the commencement date of the tenancy if payment is made in cash, bankers draft or a Building Society cheque, or four bank working days prior to the commencement date if by personal cheque. Likewise a deposit payment must be cleared before the tenancy can commence.

Properties are let on Assured Shorthold Tenancies for a minimum period of six months. Longer periods may be available, up to a maximum of twelve months less one day per tenancy. Please read your Tenancy Agreement **carefully** and we advise you take it to a Solicitor or advisor for approval. Some properties may not allow pets, children or smoking. For further details please contact our office. The agreement must be signed and witnessed prior to commencement.

BEFORE MOVING IN you must:

1. Register for your television licence and telephone landline if required. We will inform the utility companies of your tenancy.
2. Either before or on the day your tenancy commences you will be required to check and sign an inventory of the contents and condition of the property. At the end of the tenancy this inventory will be checked and you will be held liable for any discrepancies which may exist -see also notes below.

CARE OF THE PROPERTY DURING TENANCY

All fixtures, surfaces, furnishings, kitchen and bathroom etc. should be thoroughly cleaned on a weekly basis. Windows and gardens should be regularly cleaned/maintained. Carpets, curtains/upholstery should be cleaned at the end of the tenancy by a professional company. We recommend you make good any inventory discrepancies which you are aware of prior to the inventory check-out as professional repairs and purchases tend to be more expensive. At the end of your tenancy everything must be left clean and tidy, and in good order. (The fridge should be cleaned, door left open and turned off). A professional cleaner will be instructed if the property is left in poor condition and charged to the tenant.

We offer an excellent **Tenants Contents insurance, which also covers for accidental damage to the property - please contact us for further details.** (You do not have to be a Tenant of ours to take out this policy).

RENTAL PAYMENTS

Should always be paid promptly on the day specified in the Tenancy Agreement preferably by standing order, we can supply a form for completion. Cash and cheque can be used, but not Credit Card. For cheques which are returned 'please represent' we charge £8.00 and for cheques which bounce, i.e. 'refer to drawer', we charge £15.00. These charges cover bank charges incurred to Charles Kimbell International and are payable with the following rent payment. In the event of late payment we reserve the right to charge interest at 1% per day overdue.

REPAIRS

Please advise our office (or the Landlord) of any structural or maintenance problems which may arise. Do not undertake to repair yourself or pay any bills for such work unless otherwise advised. Repairs necessitated by the tenant should be organised and paid for accordingly. Maintenance of the property appliances is the responsibility of the Landlord (unless otherwise stated on the inventory) and faults should be reported to either ourselves or the Landlord. Bills for such repairs are payable by the tenant if due to negligent use. If for some reason a bill for repair is settled by the tenant on the Landlord's behalf, then a receipt or invoice should be requested and forwarded to this office.

AT THE END OF THE TENANCY:

Final readings should be taken for gas and electricity on the day of vacation. You should inform British Gas/British Telecom/EMEB/Local Water Authorities of your moving date. Should any service be cut off through negligence in this respect you will be billed for reconnection. Please inform the services of your forwarding address. Proof of payment or transfer of bills (plus forwarding address) will be required prior to refund of deposit. Keys should be returned and a final inventory check out will be made of the property. Subject to: condition of the property, the removal of all personal effects, payment of bills, the deposit will be returned. (Check outs cannot be done prior to vacation). Please note that rental liability continues until the keys are returned, regardless of previous termination notices or when all tenants' belongings were actually removed, unless by prior arrangement. Final meter readings will also be taken at this time.