



Tenants Guide

Putting forward an offer

- Once you have found the property you would like to rent you will need to get in touch so we can advise the owner. We will also need to let the owner know information about yourself/selves such as – your occupation, number of Tenants and Occupants, pets, smokers and any other relevant information.

Reserving the Property

- If the offer is accepted, you will need to reserve the property by paying a reservation fee, the equivalent of one weeks rent.
- This Reservation fee will be credited to the security deposit (5 weeks rent). Please note that if the Landlord decides that he no longer wants to Let the property to you this Reservation fee will be refunded to you. However, if you decide to pull out of taking the property the **holding fee is non-refundable**.

References

- All applicants will be independently assessed by ourselves and/or a credit-referencing agency. An application form is completed and processed confidentially – with a result usually within 48 - 72 hours. We will look into your employment, current and previous addresses (if applicable), take a character reference and look into your credit history. Please note that if you have been issued with a county court judgment or have had any other adverse credit history in the last 3 years please let us know prior to referencing as this will automatically fail you. Once your references have come back we will notify you.

Guarantors

- Should your references come back unacceptable, we will need to (subject to your Landlord's agreement to continue) ask you to provide a guarantor.

Inventory

- A Professional Inventory will be organised prior to you taking up occupation at the property. You will be sent this documentation and will be asked to sign to say that you are in agreement with it. At the termination of the tenancy an independent inventory clerk will visit the property to create a check out report. This check out will be sent to you and your Landlord for consideration prior to the release of your deposit. Please note that an Inventory is a vital document which protects your deposit. An Inventory Report will only be carried out if the Landlord is in Agreement.

Professional Clean (depending on the Landlord)

- For your convenience we ask that all Landlords' have their properties professionally cleaned for when you move in to them. The state of the property will be identified on the inventory. As a tenant you are asked to leave the property in the same state as the commencement of the tenancy, therefore if it has been professionally cleaned at the start you will need to professionally clean it at the end of the tenancy. Failure to do so will delay your deposit return as we will have to organise this on your behalf and deductions may have to be made from your deposit.

Tenancy Agreement

- A tenancy agreement will be prepared by us on behalf of yourself and the landlord. Please note that this is a legally binding document. You should read through this document to make sure you understand it, should you have any queries we advise that you seek Independent legal advice from the citizen's advice bureau.

Rent

- Will be payable on the day of your move in date a month in advance. The rental due date will be monthly on the date that the tenancy agreement starts. Rent must be paid in cleared funds to Wentworth Estate Agents Client account five days prior to the move in date. **(Please note that this must clear into our bank account on the working day prior to the tenancy start date to ensure that the move in is not delayed)**. After the initial month's rent is paid to us you must set up





a standing order between you and your landlord or to us if we are managing the property otherwise you will be in breach of your tenancy agreement.

Deposit

- We take 5 weeks rent for the security deposit, this needs to be cleared into our account five days prior to the move in date. If pets reside at the property a pet premium rent may be requested.

Giving Notice

- You will need to give two month's written notice to terminate your tenancy (depending upon the terms set out and agreed upon in the tenancy agreement). Once we have received this notice we will need to start re-marketing the property on the Landlord's behalf. At this point the agent reserves the right to erect a 'To Let' board and to carry out viewings giving you sufficient notice. Please note that we will not enter the property without letting you know.

Summary of Charges

Reservation Fee

Equivalent of 1 weeks rent

(This is not an extra fee – it will be taken off the balance of funds due before your tenancy commences. This fee is due on the same day as the deal is agreed.)

A few days before moving the tenancy agreement will be drawn up. That is when you will pay the rent and remaining security deposit:

Advanced Rent (One Month's rent)	£
Security Deposit (Five weeks' deposit)	£

If you have any queries on any of the above, please feel free to call our lettings line on 0118 934 3886.

Thank you.



www.tpos.co.uk

Lettings: 0118 934 3886

Sales: 0118 934 0027

www.wentworthea.com