



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 our reference and tenancy administration and deposit fee together with a Reservation fee of **£300.00**.
- This Reservation fee will be put towards the security deposit. 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 – as per the Reservation Fee Agreement**.

References

- Once we are in receipt of cleared funds, 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 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. The Initial Reference and administration fee is **£295.00 inclusive of VAT** covering up to two tenants. Please note the reference fee is non refundable once the reference is processed, and should your references fail then the reference and administration fee together with the holding deposit is non-refundable.

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. This will be at a cost of **£125.00 inclusive of VAT**.

Inventory

- A Professional Inventory will be organised prior to you taking up occupation at the property at a cost to your Landlord upon his instruction. 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 the same independent inventory clerk will visit the property to create a check out report, the prices can vary depending on the size of the property. 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

- 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 will have to be made from your deposit.

Tenancy Agreement

- A tenancy agreement will be prepared by us on behalf of yourself and the landlord. The cost to the tenant is **£78.00 inclusive of VAT**. 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.

- **Tenancy Extension**

There is an annual tenancy extension fee for all tenants at a charge of **£118.80 inclusive of VAT**.



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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 one and a half months rent for deposit, this needs to be cleared into our account five days prior to the move in date. If pets reside at the property an 8 week deposit will be required.

Restrictions /Special Requirements

- Some rental properties have certain restrictions allocated by the landlord relating to sharers, smokers or tenants with pets. Should the Landlord be acceptable of the restrictions mentioned above a higher holding deposit may be taken for the property in order to protect the Landlord's interest.

Giving Notice

- You will need to give two month's written notice on the rental due date 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 / Holding Deposit

£300.00

(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.)

Reference/Admin fee

£295.00 inclusive of VAT – references up to 2 tenants

(This is applicable for each tenant who is over the age of 18)

A few days before moving the tenancy agreement will be drawn up. That is when you will pay the remainder of the monies needed. This includes:

Advanced Rent (One Month's rent)

£

Security Deposit (Six weeks' deposit)

£

Tenancy Agreement Creation Fee

£78.00 inclusive of VAT

If your Landlord has an inventory; you will have to pay for a check-out at the property – this charge depends on property size and will be clarified to you by our lettings team nearer the time. It is imperative that you leave the property in the same condition as you found it upon checking out. So if your Landlord had a professional clean before you moved in – you may have to pay for this upon leave. Please check with our lettings team for clarification.

Charges to Guarantors

Reference/Admin fee

£125.00 inclusive of VAT

(Includes guarantor agreement document)

Please note that this document is solely to be used as a guide only – Charges can and may vary for each property and are subject to change. For more specific information, relating to your charges please liaise with our lettings team.



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