



MORGAN & ASSOCIATES

VILLAGE PROPERTY CONSULTANTS

Tenant's Guide to Renting

We have set out the following guide to help answer any queries you may have in relation to renting a property through Morgan & Associates.

CONDITION OF PROPERTY

All properties are taken as seen and no alterations will be undertaken by the landlord, unless specifically agreed at the time of offer.

RESERVATION FEE

A reservation fee, equivalent to 1 week's rent, must be paid to secure the property; by bank transfer or credit/debit card.

Please note the reservation fee is **non refundable** if:

- your references are unsatisfactory
- you withdraw your offer
- you fail the right to rent check
- you provide false or misleading information on your application form or
- you fail to meet the 15 calendar day deadline from paying the deposit to signing the tenancy agreement. The 15 calendar days can be extended by mutual agreement.

If you have any concerns with regard to your financial status or suitability please discuss this with us prior to paying your deposit. All tenants will be required to complete a credit reference form.

If the landlord withdraws, you will be refunded your reservation fee.

Please Note: On completion of the application forms, we require each tenant over the age of 18 to provide a copy of their passport &/or driving licence &/or a utility bill (dated within the last 3 months) as proof of address. (i.e. 2 proofs of ID/address, one of them needs to be a photo ID). Copies can be taken at the office.

PAYMENT

Payment of the first months' rent and deposit must be made **5 working days** before commencement of the tenancy by either:

1. Debit/Credit Card: all major cards accepted - Visa, MasterCard, Switch etc. (we do not accept American Express cards).
2. Bank transfer to: **Morgan & Associates, Client Account, Sort Code 40-44-51 Account number 33663426**

We cannot accept cash payments. Personal cheques are not acceptable.

RENT

Rent is payable MONTHLY in advance.

DEPOSIT

The deposit is 5 weeks rent (or 6 weeks, where the annual rent is greater than £50,000 p/annum). A deposit is held against possible dilapidations at the end of the tenancy. Morgan & Associates are members of the Tenancy Deposit Scheme (TDS) and will hold the deposit for the duration of the tenancy as stakeholders. This deposit cannot be used for payment of rent either during or at the termination of the Tenancy. Contact details for the TDS are as follows: The Dispute Service Ltd, PO Box 1255, Hemel Hempstead, Herts, HP1 9GN. Phone 0845 226 7837. Email deposits@tds.gb.com.

At the end of the tenancy, you will need to agree to any (or no) deductions with your landlord before we can return your deposit. Morgan & Associates will only be involved in agreeing a deposit return if the property is fully managed; otherwise you will need to liaise directly with your landlord. The property must be returned in the same good clean condition as at the start of the tenancy, less fair wear and tear. Fair wear and tear DOES NOT apply to cleaning.

INVENTORY

The landlord may choose to provide an inventory and check in with an independent inventory clerk at the start of the tenancy and a check out report at the end of the tenancy. A forwarding address must be provided at the end of the tenancy.

At the start of the tenancy you must take care to read through the inventory carefully and make any comments you feel are necessary. These will be taken into account at the checkout. You must inform the landlord & / or agent in writing within 14 days of the start of the tenancy, or of receiving the document.

ANIMALS AND PETS

Animals and pets are not permitted in the property unless agreed at the start of the tenancy, as a condition of the offer. When applying for a property with pets you will be required to pay a monthly pet premium.

TENANCY AGREEMENTS

Once references have been approved, we will draw up the tenancy agreement. You will have the opportunity to read through the tenancy and to make any comments before signing the agreement. We must receive the signed tenancy agreement within 3 days of receipt to confirm your commitment to rent the property and allow the landlord to sign thereafter. Please note: if you require a break clause in the agreement (an option to end the tenancy early) this must be agreed as part of your Offer when applying for the property.

RENTAL PAYMENTS

Rent must be paid by **STANDING ORDER**, and payment must leave your account three working days prior to the due date to allow for clear funds on the rent due date. The bank account into which the rent should be paid will be included within the tenancy agreement. If these details change at any point during your tenancy, you will be notified in writing. Failure to pay the rent on time, will incur interest on the rent due @ 3% above the Bank of England's base rate for each day that the payment has been outstanding.

UTILITIES

The tenant is responsible for all utilities, telecommunications and council tax, unless otherwise stated. Meter readings will be taken by the inventory clerk at the start of the tenancy and at the end of the tenancy, should the landlord choose to appoint an independent inventory clerk. We recommend that both the Landlord and Tenant take their own independent readings at both the start and end of the tenancy should an inventory clerk not be appointed.

INSURANCE

The Landlord must have insurance. However, this will not cover any accidental damage caused by the Tenant. The Landlord's insurance does not cover Tenant's possessions. We would advise you ensure you have sufficient insurance cover.

INSPECTIONS

If the property is managed by Morgan & Associates, we will carry out an initial inspection after 3 months and 6 monthly thereafter. A report will be sent to the Landlord. We will notify you in writing of when these will be carried out. By entering a tenancy, you agree to co-operate with access arrangements.

GARDEN

The Tenant will be responsible for maintaining the garden unless otherwise agreed when applying for a property.

RENEWAL

Approximately three months before the end of the tenancy we will contact you and your landlord to discuss the renewal of your lease for a further period.

If you do not wish to extend the agreement, you are required to inform Morgan & Associates and your Landlord, at least two to three months before the end of the tenancy, in writing. We will then begin re-marketing the property and will require access for viewings.

TENANCY TERMINATION

If you confirm you wish to vacate the property at the end of your tenancy, we will contact you to arrange an appointment for you to be checked out of the property, if requested by your landlord. We would advise you to go through the inventory carefully before the check out and ensure everything is returned to its original position, bar fair wear and tear. At the end of the tenancy, the property must be returned in the same good clean condition than at the start of the tenancy, less fair wear and tear. The inventory clerk will check *everything*. Allowances will be made for fair wear and tear; however, any other dilapidations will be charged to the Tenant and deducted from your deposit.

THE NEXT STEP

Once you have fully read and understood the terms and conditions as outlined in the information above, please kindly sign and return with your reservation fee to confirm your intention to let the property. Once received you will receive an email to complete a credit referencing form, tenancy agreement and first account invoice.

In the event of a successful application, the 1 week's reservation fee will be deductible against the first account.

I confirm that I have read the above and accept these terms and conditions.

Tenant 1 Signed _____ Print _____ Date _____

Tenant 2 Signed _____ Print _____ Date _____