

TENANTS GUIDE TO LETTING

APPLICATION FORM

Let It Bee..

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This guide has been compiled in order to avoid any misunderstandings that may occur prior, during or upon occupation of the property that you intend to rent through our Agency and which we hope you will find informative and useful.

All Properties you view are taken as seen and no alterations will be made without the Landlords prior Consent.

PRIOR TO ENTRY

REFERENCES

It is always a requirement that references are obtained by Let It Bee prior to your occupation of the property. For this purpose we would ask you to complete the attached application and return to us. Should you have any queries please refer to the attached 'Referencing Guidelines'.

You will be declined outright if: You have not declared any adverse credit history/We received adverse references from your Employer or Landlord.

To secure the property 'Subject to Contract', **a holding deposit of £170.00 is required per person in advance, along with your Inventory Fee for the property, as well as £300.00 of the first months rent which will be deducted from the final payment, as stated in your financial summary.** Once you have decided to take the property in question, this is to be in cleared funds, i.e. cash. If at any time, prior to completing the Tenancy Agreement you then withdraw your application, or your references are unacceptable to your proposed Landlord, **you will forfeit this amount.**

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We will require one form of proof of identity and address, i.e. A Driving Licence or Passport. A recent Utility Bill (Less than 3 months old) – Gas, Electricity, Water, Council Tax bill or a bank statement, **only these are acceptable.**

The holding deposit is a combined fee which includes:

- The agency fee which is required to engross the Tenancy Agreement. This amount also includes the cost of all credit checks and references, Guarantor Agreements, utilities.
- The inventory fee which is required for a third party to undergo a full written description outlining the condition of the property prior to the move in for security of your deposit.
- £300.00 rent in advance which will be held as a credit for your final payment.

However should you withdraw or your references are unacceptable by our referencing company (such as bad landlord reference, bad credit, failure to provide employment details or not meet the relevant rent to income ratio required by UK Tenantdata, you will forfeit these amounts.

Should you require a Guarantor, all applicants must be referenced and must:

- Be a UK resident
- Be in full time employment/self employment
- Have no outstanding adverse credit history (e.g. CCJ, IVA)
- Meet the relevant rent to income ratio required by UK Tenantdata (30x the rental amount equalling annual Salary)

Copies of our Guarantor Agreement will also need to be signed and returned along with a copy of a proof of ownership (i.e. Solicitor Letter, mortgage statement etc) **These documents are vital in the process and completion of your tenancy.**

PLEASE BE ADVISED THAT IT IS YOUR RESPONSIBILITY TO ENSURE THAT WE RECEIVE ALL REQUIRED REFERENCES PRIOR TO YOU TAKING POSSESSION OF THE PROPERTY. IF WE ARE NOT IN RECEIPT OF ALL REPLIES, THEN IT WILL NOT BE POSSIBLE FOR YOU TO MOVE IN, IT IS ALSO EXTREMELY IMPORTANT THAT THIS APPLICATION FORM IS RETURNED TO THIS OFFICE WITHIN 48 HOURS (MAX) TO ENSURE THAT THIS PROCEDURE CAN COMMENCED.

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It is necessary to inform you that unless an agreed moving in date has been verbally agreed, should you fail to contact this Agency within 10 days of submitting your application then the property will have to be remarketed and you will forfeit your holding deposit.

If referencing is not completed within one week from date of submission by us due to lack of response from you or a referee then the property will look to be remarketed and you shall forfeit your holding deposit.

By completing and returning the application form you are also acknowledging that you have read and understood all the points referred to in this guide.

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INVENTORIES PRICE LIST

This shall be carried out by a third party company being Inventories 4 u.

Property Type	Unfurnished	Furnished
Studio/1 Bedroom Flat	£55.00	£80.00
2 Bedroom Flat	£65.00	£90.00
3 Bedroom Flat	£75.00	£100.00
2/3 Bedroom House	£85.00	£110.00
4 Bedroom	£95.00	£120.00
5 Bedroom	£105.00	£155.00
6 Bedroom and above	POA	POA

All Maisonette properties will incur an extra £10.00 fee on top of these prices, along with all Additional reception room above 1+ will incur an extra £5.00 fee per room.

DEPOSIT

A deposit of six weeks of the rental amount will be due on all lettings, which you will be required to pay at the point of signing the Tenancy Agreement. The deposit will be held by The Deposit Protection Service throughout the term of the tenancy and will be returned once the property has been inspected by us and found to be left in a satisfactory condition. If you are in receipt of Housing Benefit, your deposit will be returned when we have received the last payment from the council, paid up to the date of vacation.

Any interest paid on monies held on deposit, will be awarded to you from The Deposit Protection Service.

TENANCY AGREEMENT

Once all your references have been obtained and we have the Landlords approval to proceed, we will ask you to sign an Assured Shorthold Tenancy, which is for a minimum of six months. Once you have signed this Agreement you are legally bound to pay the rent for the tenancy period i.e. six months. You can vacate the property after the six month period by giving us one months notice from your rent due date in writing to terminate the tenancy.

The Landlords obligations towards the tenancy are; to advise us by the fourth month of the initial period if his intentions of either giving two months notice to vacate the property, or to renew for a further period. It is imperative, however, that you advise us of your intentions at least one month before expiry date so that we may take your Landlords instructions.

You will be charged £350.00 for breaking a tenancy agreement and will be required to pay rent until a replacement tenant(s) can be found.

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PAYMENTS

Having signed the Tenancy Agreement you will be required to pay your first months rent, together with the deposit.

This initial payment must be made **IN CASH, BANKERS DRAFT OR BACS.**

We do request that monthly payments are made via standing order. Any payments made to our office in cash will incur a £5.00 admin fee.

Should payments of rent not be paid on time we will not charge for the first written reminder. Written reminders thereafter we will charge an administration fee of £25.00 per unsolicited letter. ** You will be liable for any costs incurred for solicitors & court appearances etc.

TENANCY RENEWALS

After the initial six month period tenancies will be up for renewal. The benefits of being signed in to a fixed term tenancy are that you are ensured within in the property for that period and that the rental amount shall not be increased. Renewing a tenancy agreement is liable at a cost of £30 for 6 months and £45 for 12 months per property. If after your tenancy has expired you are uncertain of your intentions to remain in the property we will allow tenancies to become periodic for up to 3 months.

REPAIRS

In the case where a repair is required this should, in the first instance be reported to our Letting Office on 01273 321921/ 220003 or by email info@letitbee.net Otherwise you could be held responsible for the damages. Repairs to washing machines, dryers, dishwashers, microwaves and vacuum cleaners will not be paid for by the Landlord and replacements not provided, **unless otherwise stated.**

Costs for any blockages of drains, sinks or toilets will be chargeable to the tenant unless reported to us by our contractor as result of bad plumbing or in the first three months of the tenancy.

Obviously if an **emergency** occurs outside office hours and you are unable to contact a member of staff at the Let It Bee office, such as serious water escape or electrical/gas fault you will need to call:

For Plumbing emergencies – Fluid Facts - 07792044271

For Electrical emergencies – Elecsure Ltd – 07802538998

If you call out a contractor for a **non emergency** repair when the Let It Bee office is closed, you will be charged the call out fee.

If you find any points within your property that you think we should be aware of, please notify us in writing within 7 days of occupation.

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AGREEMENT FOR PETS

PEST CONTROL - If it has already been agreed that pets will be accepted into the property a fee will be due to cover a mandatory pest control treatment to be carried out at the end of the tenancy. This fee will be £55.00 for a 1bed/studio, any property larger than this shall incur an additional cost of £10 per room.

If during your tenancy it has been agreed by us and/or the landlord that you are permitted to get a pet these charges will apply and that time.

CARPET CLEANING - As per our tenancy, it is permitted that all properties housing pets will require carpets to be professionally cleaned on the date of vacation. This is recommended to be done prior to our pest control treatment and can be organised by the tenant as long as a receipt from a recognised cleaning company is provided to our office. If needed, we can provide details of our recommended cleaning contractors.

INSURANCE

The Landlord will insure the property, together with any furnishings. However, you are responsible for insuring your own personal items. A tenants contents insurance can be taken out by yourself through our referencing company. This contents insurance will also cover accidental damage to landlord's fixtures and fittings, which tenants would usually be liable for and could potentially see a portion of the deposit deducted at the end of the tenancy.

VACATION

It is your responsibility, upon vacation, to arrange for closing meter readings on all services.

When you surrender the keys you will then lose all rights to return to the property to rectify any faults, which may be found. It is in your own interest therefore to leave the property clean and tidy, and in good condition, INCLUDING if relevant, the garden.

Failure to do so will result in us calling in specialist contractors to rectify the problem and cost will be deducted from the deposit held.

FINALLY - We are here to help, should you have any queries, problems, or request for repairs, please do not hesitate to contact us and we will be pleased to assist you.

Modified 06/10/16

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Referencing Guidelines

All referencing for Let It Bee is sourced to UK Tenant Data. This process is done over three checks being:

Credit Check

This is required to assess whether there are any outstanding CCJ's (County court Judgements), Bankruptcies or Insolvencies, as well as checking the electoral roll. To pass this section you must have no outstanding forms of the above registered.

Current Accommodation Check

Should you be in current rental accommodation this will be a landlord/agent reference. It will be a requirement that contact details are provided for UK Tenant Data to proceed with this check. If you are a current UK Home owner you will be required to provide proof of home ownership such as a copy of mortgage statement or Land Registry. To pass this section you must pass the landlord/agent reference.

Employment/ Income Check

This is required to assess the affordability for the proposed property. Information required shall be details of employment such as Company Name, Annual salary, Start Date, Contact details for employers, and whether your position within the company is permanent or not.

If you are self employed, you will be required to provide contact details for your accountant with at least 1 year of filed tax returns for self employment.

Other means of income considered are:

- State Pension
- Private Pension
- Investment Income
- Interest on Savings
- Family Tax Credit
- Income Support
- Disability Living Allowance

To pass this section your employment must be permanent (contract is not temporary or under a probation period) and your annual salary but be that which equals or is greater than 30x the rental amount on the proposed property (this can be a combination with any other proposed tenant moving in)

Should you fail any of these sections you shall require a guarantor who will need to pass all of the above on your behalf.

Immigration/Right to Rent Check

It is a legal requirement that during the referencing process a right to rent check is done for all tenants aged 18 and over. This is required for all applicants and is against the law to only check applicants who may/may not be British citizens. This is done by providing proof of ID such as UK/EEA/Swiss national Passport/ID Card, Residence Permit with unlimited leave, Residence Permit with limited period which shall be checked for validation. This is a chargeable fee of £15.00 and shall be requested by UK Tenant data during the referencing process and shall need to be paid to complete the referencing.

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