

three shires properties



Guidance for Tenants

Your Application:

Following a successful viewing at a property if you wish to take a tenancy Three Shires Properties will discuss your situation with the landlord (i.e. term of let etc) to confirm that they wish the let to take place. Once this confirmation has been received, you will make an application to rent and become a prospective tenant. You will be required to pay a non refundable application fee of **£100 (PLUS VAT)** per person or **£150 (PLUS VAT)** for a couple. This charge will cover the cost of your reference and credit check and go towards the drawing up of the legally binding tenancy agreement. On receipt of your application fee the property will be reserved for you whilst your application progresses. References will also be required for anyone 18 years of age or over who will reside at the property, they will be classed as a permitted occupier and are under the care and control of the tenant. The charge to cover the cost of this referencing is **£75 (PLUS VAT)** per person, non refundable once referencing has commenced.

Tenant Assessment:

Three Shires Properties use Letsure Tenant Assessment Services for our tenant verification. You will need to fill in requested details on a form provided to you and sign to indicate that you are in agreement to enquiries being carried out. You should ensure that your employer and current/previous landlord are aware that you are applying to rent a property and that they will be contacted to supply or confirm information. Letsure aim to return their completed assessment to Three Shires Properties within 3 days however this can be delayed if requested information is not provided promptly.

Confirmation of your tenancy:

Once the tenant assessment has been completed and an overall 'accept' decision has been returned we will contact you and the landlord to confirm the tenancy subject to contract. A moving date will be confirmed and Three Shires Properties will prepare the tenancy agreement and inventory.

Cleared Funds:

You will be required to pay a deposit of usually one month's rent + £100 in advance. Your monthly rent will also be payable in advance. Before you will be able to move into the property you must have paid the deposit and first months rent. This must be paid to Three Shires Properties in cash or by

bankers draft on or before the day your tenancy starts or, if you will be paying by cheque, this must be done five working days in advance of the start of the tenancy to allow time for funds to clear.

The Tenancy Agreement:

You will be asked to sign an assured shorthold tenancy agreement. This is a legal document that spells out an agreement between you and the landlord. The property being rented, the landlord and tenant details, the rent amount and the term (length of time) of the tenancy will be detailed. The obligations of tenant and landlord will be set out. You should make sure that you read the document thoroughly and ask for explanation of anything you do not understand.

Moving in:

Three Shires Properties may be providing a Let only service to your landlord. If this is the case you will be provided with the landlords details at this point and will liaise with them directly to arrange your move. The Landlord will be your point of contact throughout the term of your tenancy.

Three Shires Properties also provide a fully managed service to landlords. If this is the case with the property you are moving into, we will arrange to check you into the property. You will be given a copy of the inventory detailing the contents and condition of the property and will be asked to check this and sign your agreement, this document will be referred to at the end of your tenancy and allowing for fair wear and tear will back up any necessary retention of deposit. Throughout the term of your tenancy if you have any problems or queries arising with regards to the property you are renting Three Shires Properties will be your point of contact.

Three Shires Properties will carry out quarterly inspections of the property in order to report the condition of the property to the landlord. You should however contact us immediately should you notice any areas of concern that require the attention of a maintenance contractor. It will be deemed to be your responsibility if, due to faults not being reported, substantial damage is discovered at the end of a tenancy.

Finally:

Congratulations on finding your next home. Three Shires Properties will do all we can to process your application as quickly and smoothly as possible. Please do not hesitate to contact us with any questions or queries you may have along the way.

All our fees and services are subject to VAT at the effective rate.

