



TENANCY TERMS AND CONDITIONS

Please ensure that you read the following terms and conditions carefully and sign the declaration. By signing the declaration you are confirming that you agree to all the fees and terms listed below

1. FEES AND PAYMENTS

Set up Fee - £330 (Inc VAT) for up to two tenants

This includes referencing up to two tenants (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement.

Additional Tenant Fee - £90 (Inc VAT) per tenant

Processing the application, associated paperwork and referencing

Guarantor Fee - £90 (Inc VAT) per guarantor (If required)

Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement

Payment of the set up fees is a token of good faith and does not oblige the Landlord to let the property concerned or any other property to you. It does not commit the landlord to granting tenancy or constitute an offer of a tenancy but is required as proof of your intention and commitment to proceed. Its purpose is as a good faith payment only to be held by Parish Properties Ltd whilst references are being taken up.

If you, or any prospective tenants should cancel or withdraw from the proposed let for any reason, or should satisfactory references not be achieved then the aforementioned payment is non-refundable. If the prospective letting proceeds, then the full amount shall be applied towards the initial monies required in respect of the lettings.

Please note that if you do withdraw your application, and then wish to re-apply at a later date, all fees will be need to be paid in full again.

1.1 ADDITIONAL FEES THAT MAY APPLY DURING THE TENANCY

Permitted Occupier Fee - £90 (Inc VAT) per permitted occupier

Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord as well as the provision of documentary guidance and assistance during the tenancy.

Accompanied check-in fee (if requested by tenant) - £96 (Inc VAT)

To guide tenants through the Inventory and complete key handover.

Amendment Fee - £96 (Inc VAT)

Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.

Renewal Fee (tenants share) - £96 (Inc VAT)

Contract negotiation, amending terms and updating your tenancy agreement during your tenancy

Check Out Fee - £60 (Inc VAT)

Attending the property to assess the condition of the property against the original Inventory and Schedule of condition. And negotiating the repayment of the security deposits.

Future Landlord or Letting Agent Reference Fee - £30 (Inc VAT) per reference request

Collating information and preparing a reference for a future Landlord or Letting Agent

Lost Security Items - £60 (Inc VAT) plus Item Cost

Obtaining necessary permissions, sourcing providers and travel costs

Tenants Signature:

Date:



ADDITIONAL FEES CONTINUED

Out Of Hours Service - £60 per hour (Inc VAT) plus any actual costs incurred

Where actions of the tenant, or their guests, result in the agent (or nominated contractor) attending the property, time to remedy the situation is charged at the hourly rate.

**Unpaid Rent – Interest will charged at 8% above the Bank of England Base Rate from date due
Additionally, there will be a charge of £12 (Inc VAT) for any correspondence the agent has to send (emails or letters) regarding the outstanding amount.**

Rent Payments to be returned - £20 (Inc VAT)

This includes any duplicate payments or if the tenant does not cancel their standing order at the end of their tenancy.

2. Upon receipt of your signed application form an offer letter or email will be sent to you detailing the terms of the tenancy and confirming an agreed move in date (subject to contract). The letter will also request that you provide details of a post tenancy address (if not already provided), which is a requirement for the Tenancy deposit Scheme. It is usually an address of a family member. Any requests to change the move in date that are received by Parish Properties Ltd less than 24 hours in advance of the agreed date will result in an administration fee of £96 (Including VAT)

3 The deposit (as advised on your offer letter) is payable within seven days of Parish Properties Ltd receiving satisfactory references for all tenants, and will be held in accordance with Tenancy Deposit Scheme legislation. You will be notified when this is due to be paid. If we do not receive the deposit within that period, your application will cease, and you will lose any fees already paid in accordance with the terms set out in section 1 of this document

4 It is a requirement that Parish Properties Ltd receive two forms of identification for all tenants and guarantors prior to the signing of the tenancy agreement. One form of ID must have a photograph (Passport/Driving Licence), and the other must show proof of your current address (bank statement/utility bill). The address shown must be the same as the current address that you have provided on your application form. It is important to note that we do require sight of the original documents, and we will take copies of these to hold on file. If we do not receive these by the tenancy start date, the move in will need to be postponed. Any new agreements will be issued at a cost of £96 (Inc VAT).

5 Right to rent – in addition to the above, we do have a duty to ensure that tenants have a legal right to rent in the UK. Please see the attached guide to see what checks we must undertake to ensure compliance.

6 Parish properties Ltd will provide the tenant(s) with a standing order mandate at the start of any tenancy which details the payment due date, amount, and reference. It is the Tenants responsibility to ensure that they arrange this standing order with their bank immediately after the start of the tenancy. It is also their responsibility to ensure that no payments are made after they have vacated the property. Any rent refunds will carry a charge of £20 (Inc VAT).

7 A short hold tenancy is typically for six or twelve months. Once the Tenancy Agreement has ended, there will be a renewal charge of £96 (Inc VAT), regardless of the renewed tenancy period. If the tenants’ financial situation has changed since the start of the preceding fixed term period there will be an additional re-referencing fee of £90 (Inc VAT) per person.

8 Failure to attend any inspection (where we do not hold keys to the property) or to attend any appointment will result in a fee of £42 (Inc VAT). The tenant will be advised of any inspections/appointments in writing or via email by Parish Properties Ltd with at least 48 Hours’ notice. This fee also applies if we have not been provided with up-to-date contact information by the tenant and you do not receive our correspondence (see section 8 below)

9 Most correspondence sent to you by Parish Properties Ltd will be electronic (email or text). If you change your email address or phone number from the details provided by you on your original application, and do not inform us, you will become liable for any of the fees listed in this document where we have tried to contact you on the details we hold on file.

Tenants Signature:

Date:



10 We do understand that sometimes people’s circumstances can change suddenly. If you request early release from any tenancy agreement, and the Landlord is agreeable to the release, then you agree to the following;

- To pay a charge of £420 Including VAT or 60% of the monthly rent Including VAT (whichever is the greater) to Parish properties Ltd. This fee will become payable as soon as we confirm that the Landlord has agreed to the early release. We can only start advertising the property for you once this has been paid.
- b) To continue paying the rent as agreed at the start of the tenancy until the date that any new tenant takes possession of the property.

11 When you vacate the property, Parish Properties LTD will arrange a check out procedure to assess the condition of the property and to take any relevant meter readings. The fee for this process is £60 and **must** be paid prior to the appointment.

12 We will advise you in writing when any check out inspection will take place and you are welcome to be present if you desire. You **must** ensure that all keys listed in your original inventory are returned to us before 12pm on the last day of your tenancy or we will not be able to perform the checkout. Please also be advised that you will be charged a full days rent for each day, or part of, after the end of tenancy date that the keys are not returned. If any listed keys are not returned, you agree to be liable for the cost of replacing all associated locks.

13 All of our properties have a strict no smoking policy throughout. If any evidence is found to indicate that you as tenant are smoking in the property, or allowing anyone else to smoke in the property, then by signing this agreement you are agreeing to contribute towards the cost of re-decorating the property throughout. Please note that an arrangement fee equal to 15% of the cost will apply.

14 Any reports of anti-social behaviour will be treated very seriously. Please ensure you adhere to the terms listed in your tenancy agreement. In the event of any complaint being made against you, it is unlikely that your tenancy will be renewed.

Tenants Signature:

Date: