



MORGAN & ASSOCIATES

VILLAGE PROPERTY CONSULTANTS

Tenant's Guide to Renting

Thank you for choosing Morgan and Associates to help you find your new home. We have set out the following guide to help answer any queries you may have in relation to renting a property through Morgan and Associates.

CONDITION OF PROPERTY

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

RESERVATION/HOLDING FEE

A reservation fee must be paid to secure the property; by bank transfer or credit/debit card of:

1. 20% of the first months' rent
2. Administration fee £200 inclusive of VAT
3. Referencing fees per tenant £80 inclusive of VAT
4. Referencing fees per guarantor £75 (if required)

Please note: this fee is **not refundable** should your references be unsatisfactory or if you withdraw your offer. If you have any concerns with regard to your financial status or suitability please discuss this with us prior to paying your deposit.

If the landlord withdraws, you will be refunded the 20% of the first months' rent.

All tenants will be required to complete a credit reference form.

Please Note: We require for each tenant over the age of 18 years a copy of one Passport and one Proof of address (dated within the last 3 months) on completion of the application forms.

PAYMENT

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

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. If cash is delivered to the office as payment a £25 surcharge will be levied. PERSONAL CHEQUES WILL NOT BE ACCEPTABLE.

RENT

Rent is payable in advance, on a monthly basis (or quarterly, depending on your agreement).

DEPOSIT

The deposit is 6 or 8 weeks rent, depending if the property is furnished and if pets are residing at the property. A deposit is held against possible dilapidations at the end of the tenancy. Morgan & Associates are members of the Tenancy Deposit Scheme 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 are The Dispute Service Ltd, PO Box 1255, Hemel Hempstead, Herts, HP1 9GN. Phone 0845 226 7837. Email deposits@tds.gb.com. This incurs a charge of £25 plus VAT per Property per annum.

At the end of the tenancy, you must agree 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 deal direct with the landlord. The property must be returned in the same good clean condition as the start of the tenancy, less fair wear and tear. Fair wear and tear DOES NOT apply to cleaning.

INVENTORY

The landlord will provide an inventory & check in with an independent inventory clerk at the start of the tenancy. You will incur a charge for the check out at the end of the tenancy, by an independent inventory clerk. A forwarding address must be provided at the end of the tenancy.

Cost of the checkout will vary depending on whether the property is furnished or unfurnished, and condition of the property. Approximate checkout costs at January 2017 (below guidelines are excluding VAT):

1 bed - £80.00, 2 bed - £90.00, 3 bed - £100.00, 4 bed - £120.00, 5 bed - £170.00.

At the start of the tenancy you must take care to read through the inventory carefully and make any comments you have. 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 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. If there are pets at the property, additional cleaning against the risk of infestation of fleas, removal of animal faeces and a professional carpet cleaning will be required at the end of the tenancy. When applying for a property with pets you are required to pay 8 weeks' deposit against damages.

TENANCY AGREEMENTS

When references have been approved, we will draw up the agreements. You will have the opportunity to read this and make any comments or requests before signing the agreement. We must have the agreement signed within 3 days of receipt to show 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 the 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 written into the tenancy agreement. If these details change at any point during your tenancy, you will be notified in writing. Failure to pay your rent on time, you will incur interest on the rent due, and an administration fee of £30 (incl VAT). Any rent items returned to us by the Bank, unpaid, will incur an additional charge of £25.00 per item.

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 check out at the end of the tenancy.

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. If you organize your own, please can you confirm your provider details on occupation of the property for our records.

INSPECTIONS

If the property is managed by Morgan & Associates, we will carry out quarterly – six monthly inspections (dependant on what is agreed with the client) and 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 an alternative is agreed when applying for a property. However, if the garden is not being suitably maintained, the landlord may employ a gardener at your expense, having given you sufficient notice of his intentions and an opportunity for you to rectify it.

RENEWAL

At approximately three months before the end of the tenancy we will contact you and your landlord to discuss renewing your lease for a further period. If you wish to renew your lease (subject to the landlord's approval), an administration charge of £90 (incl VAT)* will be charged. *Price correct 1 January 2017 but is subject to changing at renewal.

If you do not wish to extend the agreement, you are required to inform Morgan and Associates, and your Landlord, at least two - 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 at the end of your tenancy, we will contact you to arrange an appointment for you to be checked out of the property. We would advise you go through the inventory carefully before the check out and ensure everything is returned to its original position, bar fair wear and tear. You will be required to carry out a professional clean at the end of the tenancy and retain receipts. 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 & understood the terms and conditions as set out in the above information kindly sign and return with your application 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.

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

Tenant 1 Signed _____ Print _____ Date _____

Tenant 2 Signed _____ Print _____ Date _____