

# Tenant Information

## RENTAL APPLICATION FORM

Should you decide to rent a property, a completed Rental Application Form is required for each adult proposing to rent the property along with 2 forms of identification, including proof of earnings and an **Tenant Set Up Fee of half a month's rent, subject to a minimum fee of £299.00 +VAT (£358.80 inclusive of VAT)**. This Tenant Set Up Fee is non-refundable should you fail your references or decide not to proceed once the referencing procedure has begun. It is also important to note that until your application forms and administration fees are received, the property will remain available. We will liaise with you to agree on a start date for the tenancy.

## REFERENCES

We use **UKTenantData** who undertake referencing and credit checking for both you and your Guarantor (if a Guarantor is necessary). This process usually takes **10 working days**. If your Guarantor proves to be unsuitable for any reason and an alternative Guarantor is needed, you will be charged an additional fee of £30.00 +VAT (£36.00 inclusive of VAT). Please check with our office for Guarantor suitability.

## RIGHT TO RENT CHECKS

You will be required to pay £12.00 +VAT (£14.40 inclusive of VAT) for a Right to Rent check.

## DEPOSIT

We require a minimum of one months' rent as a damage deposit. This is returnable at the end of the tenancy in accordance with your Tenancy Agreement & Tenancy Deposit Scheme Agreement. We will only return the damage deposit as one single cheque payment; we will not split deposits per tenant.

## INITIAL PAYMENT

The first months Rent, the Damage Deposit balance, the Contract and Tenant Set Up Fee must be received as cleared funds before the tenancy commences. If paying by personal or company cheque, this must be received ten (10) days prior to possession.

## FUTURE RENTAL PAYMENTS

All rental payments are required monthly in advance via Standing Order. At the time of signing the Tenancy Agreement a bank Standing Order form will be presented for signature.

Please ensure you have the correct bank details of the account the rent is to be paid from. The whole rent is to be paid via **ONE Standing Order** and CANNOT be split between tenants. All rent payments will be made to a Jan Forster Estates Ltd client account.

## INVENTORY & SCHEDULE OF CONDITION

A detailed Inventory and Schedule of Condition will be prepared for when you move into a managed property. This sets the benchmark for the condition of the property in terms of protecting your Damage Deposit. The document will be checked, agreed & signed off by each tenant & Jan Forster Estates during the check in. A check out fee of £30.00 +VAT (£36.00 inclusive of VAT) will be charged for unfurnished properties and £45.00 +VAT (£54.00 inclusive of VAT) will be charged for furnished properties at the end of the tenancy.

## KEYS

A set of keys to the main entrance door will be provided for each adult tenant. We take your safety and security seriously. You are NOT permitted to cut new keys or change locks to the property without the permission of Jan Forster Estates.

## UTILITIES

For managed properties, we will read all the meters and record the meter readings on the Inventory. We will advise the Council Tax Office and the water supplier of your residence and will do the same when you move out.

You are NOT permitted to change the suppliers of your gas, electricity and water without the permission of Jan Forster Estates. You must provide copies of final utility bills when you leave the property. Your Security Deposit will not be released until we have these details.

You must organise the connection and disconnection of telephone, cable and internet services yourself.

## RETURNED CHEQUES/MISSED PAYMENTS

We regard the payment of rent on the due date to be of the utmost importance. A fee of £25.00 +VAT (£30.00 inclusive of VAT) will be charged as an administration charge in the event that the payment of rent is not received on the due date, unless prior arrangement has been agreed in writing by Jan Forster Lettings. Cheques returned to us unpaid will incur an administration fee of £25.00 +VAT (£30.00 inclusive of VAT).

## RENEWED TENANCY AGREEMENTS

After the end of the term of tenancy, we will charge £50.00 +VAT (£60.00 inclusive of VAT) to renew the tenancy for a further Fixed Term or £25.00 +VAT (£30.00 inclusive of VAT) for Periodic.

## DAMAGES AND ACCIDENTS

Any damage to the property or repairs required must be reported immediately to Jan Forster Property Management Centre on 0191 236 2680, who will take the appropriate action. We endeavour to undertake repairs as quickly as possible with the least hassle to you.

## GENERAL

We take great pride in our business of property management. It is very important to us that you are happy in our property and that you feel at home. We ask that you co-operate with us to ensure that you, the landlord and Jan Forster Estates all benefit from the situation.

## VIEWING DETAILS

### Property 1

Rent	_____
Deposit	_____
Tenant Set Up Fee	_____
Total	<input type="text"/>

### Property 2

Rent	_____
Deposit	_____
Tenant Set Up Fee	_____
Total	<input type="text"/>

### Property 3

Rent	_____
Deposit	_____
Tenant Set Up Fee	_____
Total	<input type="text"/>

## Top tip:

**It may help to speed up the rental process if you have the following items ready:**

- Tenant Set Up Fee (this is preferably paid via debit or credit card. Once paid, the property is then taken temporarily off the market).
- Copies of employer references and previous landlords (if applicable).
- Bank Account details.
- Documents providing your I.D. and full address with postcode for the last 3 years (these will be required for reference checks).
- Copies of last 2-3 pay slips (if applicable)

## Tenant Information

Your confirmed viewing is at:

with

Date and Time

**Jan Forster**   
estates

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