



Able Property Trust

The Property Management Company that you can trust

Tenant's Guidance Notes

GOODWILL/HOLDING DEPOSIT

Once you have selected a property, we will ask you to provide a 'Goodwill' or 'Holding Deposit' of £200.00. This payment is not an additional charge and is deducted from your completion payment. **IN THE EVENT THAT YOU WITHDRAW FROM THE LET WE RESERVE THE RIGHT TO WITHHOLD THE GOODWILL DEPOSIT.**

APPLICATION & REFERENCING

In order for you to be referenced, it will be necessary for you to complete an application form. If we are unable to proceed with the tenancy due to inadequate references the application will be refused and an administration charge of £27.50 will be withheld from the 'Goodwill' or 'Holding Deposit'.

TENANCY AGREEMENT

At the commencement of the tenancy you will be required to sign a Tenancy Agreement outlining Landlord and Tenant obligations. An administration charge of £200.00 is made for this and subsequent requested extensions to the agreement are charged at £75.00.

SECURITY DEPOSIT

Deposits are payable on all tenancies and, unless otherwise stated, are held by ourselves in the capacity of 'Landlord's Agent' against any costs that may arise as a result of the Tenancy. All deposits paid are registered with the TDS.

MOVING IN

On the day that you are due to move in, it will be necessary for us to meet at the property in order for you to sign the Tenancy Agreement and pay your 'initial monies', which are detailed as follows: One month's rent in advance / security deposit equivalent to one month's rent, less goodwill deposit already paid / fee to lodge your deposit with the TDS / referencing and Tenancy Agreement charge / contents insurance if not already held. **PAYMENT OF ALL INITIAL MONIES MUST BE BY CASH, BANKER'S DRAFT OR BUILDING SOCIETY CHEQUE.**

INVENTORIES

Details of the property contents and a schedule of condition will be prepared. If necessary this document will form the basis for any deductions from your security deposit and should be checked with care. Any points about the inventory with which you disagree must be brought to our attention within seven days of the commencement of the let.

Tenant's Guidance Notes contd.

TENANT'S OBLIGATIONS

Minor maintenance such as replacing light bulbs, fuses, tap washers, sink blockage, batteries in smoke detectors etc., are the responsibility of the tenant. It is particularly important that the property is secured and that all reasonable steps are taken to avoid the freezing of pipes when absent. If a tenant for whatever reason locks themselves out of the property, a call out fee of £30.00 will be charged.

UTILITIES

The tenant will notify the utility companies and the local authority of their details, unless otherwise stated.

LETTING AGENT'S OBLIGATIONS

This is dependent upon the service that we provide the Landlord (i.e. Full Management or Tenant Find.) You will be notified of this at the commencement of your let.

PROPERTY VISITS

If the property is managed by ourselves, we may be obliged to conduct periodic inspections. The purpose of these visits is to check the condition of the property, or to examine any repairs which have been completed and report to the Landlord. There will be no invasion of your privacy and a mutually convenient time will be arranged in advance.

TELEVISION LICENCE

It is the responsibility of the tenant to maintain a valid television licence for the property.

TENANT'S CONTENTS INSURANCE

The landlord grants the tenancy of the property to the named tenant upon the condition that the tenant hold insurance that the landlord or his agent considers adequate to protect the tenant's personal possession and accidental damage caused by the tenant to the furniture fixtures and fittings as described in the attached inventory.

EITHER: The tenant must provide the landlord or his agent with a copy of their current insurance certificate prior to the commencement of the tenancy detailing the cover held, the name of the insurer, the policy no: and the date of renewal

OR: The tenant will be included, at their expense, in a scheme operated by the landlord or his agent providing the minimum cover deemed adequate by the landlord or his agent. The insurance is to be in place at the commencement of the tenancy.

RENTAL PAYMENTS

All rental payments after the initial monies paid are to be made by STANDING ORDER on the 1st of each month. If for any reason the standing order is returned by the bank an administration fee of £27.50 will be charged. Also this will be in breach of the TENANCY AGREEMENT and as such we reserve the right to give two months' formal notice to quit.