



Regency Lettings & Property Management

Rystead Lodge Barn Buildings
Pockford Road, Chiddingfold
Surrey, GU8 4XS

Lettings: 01428 684540
www.rlpm.co.uk
valissa@rlpm.co.uk

TENANCY APPLICATION GUIDANCE

Offering on a property:

When a tenancy offer is agreed (subject to references) we will:

- Ask for a holding deposit to reserve the property whilst references are taken. This deposit will be offset from your security deposit if the application is successful. If references are not suitable or false information given, or you withdraw your application no refund will be made.
- Under new legislation of 1 February 2016 you will need to provide documents to show that you have a right to rent in the UK (i.e. Passport, Visa, Driving Licence etc).
- Ask you to complete Homelet Referencing application forms.
- Homelet Referencing will carry out credit checks and take references from the information provided in your application form.
- Upon approval from Homelet a tenancy agreement will be drawn up for your property.

Tenancy Agreements:

- Assured Shorthold or Company Tenancy agreements will be drawn up detailing the Tenant and Landlord obligations, legislation, tenancy term, rental and security deposit details. Two copies of the agreement will be prepared for signature by both the Landlord and the Tenant/s. Regency Lettings & Property Management may in some instances sign for the Landlord where authorised to do so.
- A Deposit Section A form will be completed and sign by the Landlord and Tenant/s.

Initial Payments:

Prior to the start of the tenancy you will be require to pay:

- The balance of your security deposit. The deposit is paid to the Deposit Protection Service (the DPS) and held by them in a government scheme during the term of your tenancy (and any renewals).
- One month's rent in advance (or other amount as agreed).
- Tenancy Setup Fees (see section on page 2).

Commencement of Tenancy:

- An inventory and schedule of condition will be drawn up by an independent AIIC Inventory Clerk. The Inventory Clerk will normally meet you at the property at the start of the tenancy and carry out an inventory check-in procedure with the Tenant, agreeing the condition of the property, taking opening meter readings and handing over keys.
- Tenant/s will be provided with a copy of the Inventory & Schedule of Condition.
- Utility and council tax accounts will be opened in the Tenant/s name with utility providers and the Local Authority.



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- Tenants are allowed to change utility suppliers but must advise Regency Lettings & Property Management of the new provider.

During the Tenancy:

Where Regency Lettings & Property Management are the managing agents for the property we will:

- Deal with the day to day management of your property including rent collection, organising and handling repairs and maintenance.
- Carry out periodic maintenance inspections (arranged with you in advance).
- Negotiate between the Landlord and Tenant any tenancy renewals

At the end of your Tenancy:

If you do not renew your tenancy or if the Landlord requires possession we will:

- Contact you and advise you of your end of tenancy date
- Provide you with checkout guidance notes to assist with end of tenancy procedures
- Arrange for an inventory clerk to carry out and end of tenancy checkout
- Report to you and the Landlord if any dilapidations are to be charged
- Request for the DPS to return your deposit less any agreed dilapidations

TERMS:

- **DEPOSIT:** The deposit is normally calculated as the equivalent of six weeks' rent. A higher deposit may be requested if the property is furnished or if you have pets.
- **THE DPS:** All deposits are held by the Deposit Protection Service (in a government protected scheme) for the period you occupy the property. The deposit is refundable at the end of the tenancy subject to dilapidations (if any). Interest is not payable upon this deposit. For full details and terms see: <http://www.depositprotection.com/documents/terms-and-conditions-custodial.pdf>
- **TENANCY SETUP COSTS:** You will be asked to pay an administration fee of £70 for drawing up the tenancy agreement; referencing costs of £45 per applicant (or guarantor); part costs of the Inventory make fee; costs for the check-in fee (the Landlord will pay for the inventory check-out and share the Inventory make fee). Full tenancy set up costs vary depending on size of the property; a realistic indication of costs would be between approx. £200 for a studio to £600 for a 6 bedroom property.
- **INVENTORY AND CHECKIN:** The costs vary depending on the size of the property. You will be given full costs before you apply for a property.
- **RENEWALS:** A fee of £50 is chargeable to tenants for all renewals.
- **COMPLAINTS:** If you have a complaint please write to us. We will review your complaint and respond within 21 days. If you are not happy with our in-house review you can refer the matter for redress. We are members of the Ombudsman Service redress scheme <http://www.ombudsman-services.org/property.html>