



Tenant Information Brochure

Hadlands

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Renting through Hadlands

IMPORTANT – PLEASE READ CAREFULLY

Once you've found a property you like we'll put forward your offer to the Landlord.

All offers are subject to receipt of satisfactory references and the signing of the Tenancy Agreement by both parties.

When you agree to take a tenancy of a property through us we'll require a holding deposit of **£100.00** which enables us to withdraw the property from the market. This will be deducted from the first payment at the beginning of the let.

This payment is non-refundable if the Tenant is in breach of contract or if the letting does not commence.

An additional referencing fee of **£60.00 + VAT** per person is required.

We then complete certain formalities:

1. We require satisfactory references for which in most cases we'll use a referencing company. If for some reason we can't use this service we'll need to obtain references from your bank, employer, personal reference and /or previous Landlord if you have one.
2. If the tenancy is to be in a Limited Company's name we'll need references from the Company's bankers, solicitors and accountants. A copy of the Annual Company accounts may need to be supplied and /or a company

search carried out. Written confirmation from an authorised representative of your company will be required to confirm the status of your employment and that you are the proposed occupant.

3. Once satisfactory references are available the necessary documents are prepared for signature by both Landlord and Tenant.



4. On the day your tenancy commences you'll be asked to attend our office to sign all documents and pay rent, deposit and other charges incurred.



Please note we're unable to accept personal cheques in this instance.

Payment should be cash, banker's draft, company cheque or building society cheque. Payment may also be made direct to our bank account.

Please ensure you read all the documents before signing and if you require any explanation don't hesitate to ask for clarification.

We'd like to point out that you'll be signing a document to which you will be legally bound once signed.

At the time of signing the documents we'll require monies to cover the following:

I. DEPOSIT

If in receipt of a pass certificate from the referencing company a minimum deposit equivalent to one and a half month's rent is required.

The deposit is used to offset any costs which may be incurred as a result of damages, dilapidations or breach of contract caused during the term of the Tenancy or invoices left outstanding by the Tenant.

Some landlords request up to two months, particularly if the tenants have a pet. This is held throughout the term of the tenancy and will be returned to you at the end of the tenancy (less check-out costs) provided all rent has been paid and there are no dilapidations reported by the inventory clerk at the checkout inspection.

Under the Housing Act 2004 and the Tenants Deposit Protection Scheme, a tenant's deposit has to be protected in either a custodial or insurance backed scheme.

If the deposit is held by *Hadlands Estate Agents* as stakeholder your deposit will be held under this

scheme and you'll be informed within 14 days of the start of your tenancy where your deposit is held.

If the Landlord is holding the deposit, in compliance with the law he must inform you within 14 days where your deposit is held.

If there are any dilapidations these will be settled from the deposit and the balance cannot be returned to you until all the works have been carried out by our contractors and their invoices have been submitted.

2. ONE MONTH'S RENT

This is paid in advance and your rent will become due by standing order on the same date every month thereafter.

2. ADMINISTRATION FEE

Our administration for setting up the Tenancy is **£70 + VAT**. The cost of extending the Tenancy is **£45 + VAT**.

4. INVENTORY AND CHECK IN

Most landlords will compile an inventory and schedule of conditions of the contents of their property.

On the day you move in you'll be met at the property by the Inventory Clerk who'll check the inventory with you and ask you to sign a declaration confirming the condition of the property and that all items listed have been seen.

It's in your interest that you check the inventory thoroughly with the clerk to ensure no disputes arise at a later date.

When you leave the property the clerk will perform a check out. The cost to you will be between **£70.00** and **£160.00** depending on the size of the property. This

will be deducted from your deposit.

5. COUNCIL TAX AND UTILITIES

The terms of the Tenancy require you to pay the utility charges and council tax demands for the property.

Council tax is a local authority tax levied against the occupants of residential premises. We're obliged to inform the local Council Tax officer of the names of the new occupants.

Charges are assessed according to the status and number of occupants in each property.



Meter readings should be taken at the start and the end of the tenancy.

The gas and electricity companies should be informed of your name



and the meter readings submitted to them/

Many properties now have water meters installed; we'll inform the water company at the start and end of your tenancy.

6. TELEPHONE

All tenants must contact the telephone company themselves.

7. INSURANCE

Whilst the Landlord is obliged to insure his building and contents, he's not liable for your possessions.

Hadlands Estate Agents recommend you insure your personal belongings and also insure against any accidental damage caused by you to the Landlord's possessions or premises under an "all risks" policy.

We can offer you information from a specialised Landlord and Tenant insurance company if you like.

8. SMOKING

You and your guests are forbidden from smoking in any of our properties.

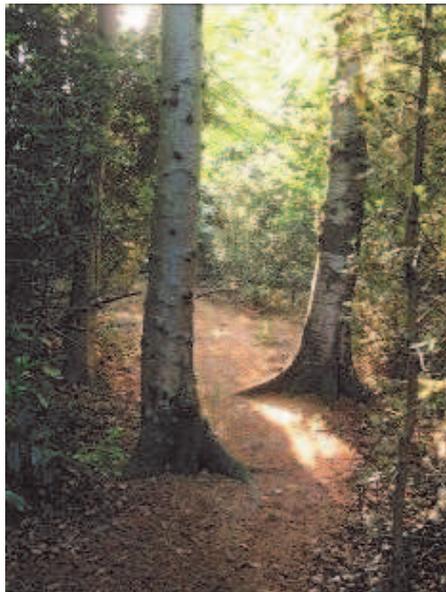
9. PETS

It's forbidden to keep animals or pets of any description within the premises unless the Landlord has given consent prior to the commencement of the Tenancy.

10. PROPERTY MANAGEMENT

Although we may have found you a home to rent, we may not necessarily be responsible for managing the property during the term of the tenancy.

Please check with us. ■



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