

TENANTS GUIDE



FINDING A PROPERTY

Upon contacting Drysdale Properties in search for your new home, we will take details of the property you are requiring and register you on our Tenant Looking list. We will let you know of any properties currently available that suit your needs. We will keep you updated by phone, email or text message, whichever is best suited to you. All applicants must be over the age of 18.

VIEWINGS

Having identified a potentially suitable property, we will arrange a viewing. This will be at a time to suit you and can be arranged for days, evenings and week-ends. All viewings will be accompanied by Megan, who will be able to provide immediate advice and answer any questions you may have.

OFFER / APPLICATION

Once you have viewed a property that suits your needs and would like to apply, you will need to complete a Tenant Application Form. This application is very simple to fill in, the details provided by you are kept on file and Rentshield (our professional referencing company) carry out the full reference on our behalf. Once you have applied for the property, the property will be held until the references have been accepted and received.

Upon application we will also need to see the following documents:

- Photo Identification – (Passport, Driving License)
- Utility Bill – (Proof of current address)
- Copies of the most recent two months' bank statements
- Copies of the most recent two months' wage slips if working

Our Tenant Application fee is £60 per adult. If the application comes back as unsuccessful, this application fee is non-refundable.

REFERENCES

Once we have received the application form completed and the application fee, we will notify our referencing provider - Rentshield Direct with the details you have provided us with. An email address is required to enable Rentshield to email you the full application form. Please check your junk box. Rentshield will send you an application to fill in online.

References will need to be obtained from your employer, current landlord or former landlord and also a character reference. If you are in receipt of benefits, Rentshield will ask you for details of additional income, this will include details of any tax credits ect received.

Rentshield normally take 2-5 working days to come back with a decision depending on how quick they can get hold of the references. Rentshield will either come back with Accept, Decline, or Accept with Guarantor.

Accept with Guarantor is likely if you are in receipt of benefits. Our Guarantor Fee is £30.00 and whoever will be acting as Guarantor will need to be referenced the same.

RENT

Rents are normally quoted on a calendar month basis. In addition, the Tenant is responsible for Council Tax, Water Rates, Gas, Electricity and Telephone costs unless stated otherwise in the Tenancy Agreement.

Rents are payable by standing order to Drysdale Properties Client Account which is secured by Client Money Protection to ensure total security of monies being transferred between Tenant and Landlord. Rental payments are made in advance with the first month's rent due before taking occupation of the premises.

DEPOSIT

A deposit (or 'bond') is required prior to occupation. This is normally equal to one month's rent, but may be more if required by the Landlord for example, if pets were to be permitted the Landlord may request a higher deposit. Where Drysdale Properties are the managing agent, this bond will be deposited with The Deposit Protection Service within 30 days of receipt to secure your bond and comply with current legislation. Where Drysdale Properties are not the managing agent, your Landlord will be responsible for depositing your bond.

The deposit is held to cover any breakages, damage, rent arrears or other tenant liabilities. Where we are the managing agents for the property, at the end of the tenancy we will check the property in the presence of yourself and assess any damages and deductions due. The property must be well maintained and looked after throughout your Tenancy Agreement. Please note that the deposit cannot be used to cover rent.

CHECKING IN TO THE PROPERTY

Upon your application being accepted, we can then book a date for you to be checked into the property. The first month rent in advance and the security deposit will have to be in cleared funds i.e. bank transfer, cash or bank cheque. Cheques are to be made payable to Drysdale Properties, if paying by cheque, please allow five working days for clearance.

The check in day will involve Megan meeting you at the property for the signing of the Tenancy Agreements, handover of keys, utility meter readings will be recorded and any inventories of the property will be read and signed.

ASSURED SHORTHOLD TENANCY

The Assured Shorthold Tenancy Agreement will run for a minimum of six months Fixed Term. This means upon signing the Tenancy Agreement that you are committing to paying the rent for the whole six months. This is a legally binding contract.

After the end of the six months Tenancy, the normal procedure would be to run the Tenancy from month to month. If you wish to renew your Tenancy to secure a further six or twelve month contract the Tenancy Renewal Fee will be applied.

12 Month Tenancy Renewal - £30.00 to secure a further 12 months if agreed by Landlord
6 Month Tenancy Renewal - £20.00 to secure a further 6 months if agreed by Landlord

As a tenant you will be responsible for all utility bills for the property, including gas (or Oil), electric, water rates, council tax and telephone charges, unless stated otherwise.

You will also be responsible for gaining a TV licence and are responsible for your own contents insurance.

Drysdale Properties will carry out inspections every two months unless stated otherwise in your Tenancy Agreement. You must notify us of any maintenance issues as they arise. You must also notify us of any changes in your circumstances as soon as possible.

NOTICE

If you would like to leave the property within the six month fixed period, the earliest this can be given is two months before the six-month term is due to end. If notice is given after the six-month period, one full months' notice is required from your rent due date. Any notices given must be in writing to Drysdale Properties if the property is managed by us.

If the Landlord wishes to gain possession of the property after the six month fixed period, you will receive two months' notice to vacate the property which will be given in writing.

Please note if fees or rent is paid in cash after the initial first payment a cash handling fee of £10 will be charged at the time of receiving funds.