

GENERAL INFORMATION FOR PROSPECTIVE TENANTS

- **To be accepted** by Charles Harding Property Management as a Tenant you must have a good credit rating. If you have an adverse credit rating or we obtain an unsatisfactory landlord reference you will not be accepted as a suitable Tenant
- **A Guarantor** will be required if you are a student or in temporary employment or on a low salary. Your Guarantor will need to be someone who owns their own home, has been in full-time employment for six months or more, and knows and trusts you enough to agree to pay your rent if you are unable to do so – for example a parent, friend, relative, or employer
- **References** from your present Landlord, Employer, and Bank will be required – obtained by your completion of an Application Form which will be submitted to a Referencing Agency
- **To proceed with references** you will be required to pay a **Non Refundable** Administration and Referencing Fee (Applicable to all persons 18 years or over who will occupy the rental property)
- **An offer of Tenancy** will not be made until satisfactory references are obtained and approval received from the Landlord of the property potentially to be rented
- **Rent** will be paid by standing order per calendar month in advance. When calculating your expenses, remember to take into account all utilities payable in addition to the rent due each month
- **A Deposit** will be required equivalent to one month's rent + 20% for unfurnished properties, or for furnished properties or if pets are permitted, it is equivalent to one month's rent + 50%. This will be held by Charles Harding Property Management on behalf of the Landlord against any dilapidations which may arise during the Tenancy. The Deposit cannot be used to offset any payment of rent and will be refunded in part or wholly at the discretion of the Landlord only after the Inventory and Schedule of Condition has been checked and cleared at the end of the Tenancy
- **The Rent and Deposit** for which you will be invoiced will be due in **cleared funds** before or on the day that your Tenancy is signed and prior to keys being released to move into the property
- **Pets** will be accepted only at the discretion of the Landlord
- **An Inventory** of the contents and Schedule of Condition of the Property will be prepared and you must check this on commencement of Tenancy. Any defect or discrepancies should be noted on the Inventory and subsequently reported to the Landlord or Landlord's Agent. At the termination of the Tenancy, the inventory will be checked and a Schedule of Dilapidation if any prepared
- **Insurance** for Tenant's possessions is not the responsibility of the Landlord and Tenants are advised to acquire their own insurance (Information on insurance is available in the Office)
- **Council Tax** during Tenancy is payable by the Tenant. You must contact the Local Authority when moving in and out of the rental property
- **Services** You will be responsible for contacting utility service providers (Gas, Electric, and Water) with meter readings and have accounts transferred to your name for the duration of the Tenancy
- **The care of property** as a tenant is your duty and the property is to be kept clean, tidy, and secure. Damage or faults caused by the tenant must be repaired at your expense. The garden is to be kept in good order (providing the necessary tools are supplied). During the tenancy, the property will be inspected on a regular basis