



IMPORTANT INFORMATION FOR ALL PROSPECTIVE TENANTS

Thank you for your enquiry. We are delighted to assist you in your search for a property.

TENANCY

The majority of properties are let on an Assured Shorthold Tenancy for a minimum term of six months. This may be extended for a fixed period of time or on a periodic basis, subject to the Landlords consent.

RENT

The first month's rent is payable in cleared funds in advance of the commencement of the tenancy and monthly thereafter by standing order. Any missed payments during the term or standing orders not cancelled once a tenant has vacated will be subject to an administration charge at the discretion of Downer & Co (Lettings) Ltd. which will be charged at 3% above the bank of England base rate.

DEPOSIT

A deposit equivalent to 5 weeks rent is payable by cleared funds in advance at the start of the tenancy. The deposit will be held by Downer & Co (Lettings) Ltd under the terms of the Tenancy Deposit Scheme, unless otherwise stated.

The deposit is held until the determination of the tenancy and returned subject to any dilapidations assessed, dispute or outstanding accounts. In the event of a dispute the case may be referred to an independent assessment committee.

RESERVATION PLEDGE

On agreeing the terms and conditions of the offer we will require a non-refundable reservation pledge of one week's rent within 48 hours to secure the property. The property will only be removed from the market once this money is received and we will not show any further applicants the property during this 48 hour grace period. This pledge will be taken off the first month's rent on move in. Notice is hereby given that the pledge will not be refunded in the event of the applicant withdrawing the application without valid reason, failing references or failing to disclose material facts that stop the application proceeding.

NON ASSURED SHORTHOLD TENANCIES

A fee of £180 inc VAT will be charged towards the cost of referencing and tenancy administration for Non Assured Tenancies ie. Company lets, where the property is not an applicant's principle residence and where annual rent exceeds £100,000.

REFERENCES

Downer & Co (Lettings) Ltd will take up references for each adult to be named on the tenancy agreement using a professional referencing company to investigate all applicants' identity, financial, credit and employment status. Where appropriate they will also obtain Landlord references.

In rare cases of failed references we will review the individual circumstance and may request full payment in advance or a guarantor.

INVENTORY

A detailed independent inventory of the property, its contents and condition will be provided at the start of the tenancy (the Landlord will pay for this document to be drawn). The tenant is advised to check the inventory and note any discrepancies and comments before returning it signed to Downer & Co (Lettings) Ltd. At the

end of the tenancy we will refer to the inventory as part of our check out procedure.

SERVICES

Unless otherwise stated the Tenant will be responsible for the payment of the water rates, council tax, gas, electricity, fuel, telephone, television licensing and any other additional services they choose to opt into.

MAINTENANCE & REPAIRS

If Downer & Co (Lettings) Ltd manages the property, we will arrange for any maintenance and repairs requested, subject to the Landlords approval, provided that the problem is not caused by the Tenants neglect or misuse. If we are not managing the property, the Tenant must contact the Landlord directly. The cost of repairs carried out without the Landlords consent will be the responsibility of the tenant.

CHANGING A TENANCY AGREEMENT

At the request of the tenant and agreement of the landlord changes may be made to the tenancy agreement during the term which require an addendum to the original agreement to be made. In this circumstance the tenant will be required to pay a fee of £50 inc VAT before any changes are administered.

ENDING THE AGREEMENT

It is the responsibility of the tenant to inform Downer & Co (Lettings) Ltd in writing if you would like the tenancy to end. Most tenancies will run on to a Contractual Periodic Term if this is not received – Please check your agreement or speak to the negotiator that you are dealing with.

INSURANCE

It is your responsibility to insure your own possessions for the duration of your stay. Most standard household insurance policies will not fully protect tenants of rented properties - particularly if they are rented on a multi-tenure/shared basis. Downer & Co (Lettings) Ltd have a good relationship with a local insurance provider and can arrange a quote for you for the protection of your possessions during your tenancy. Please speak to the negotiator you are dealing with.

COMPLAINTS

In the event of a complaint you will be reassured to know that Downer & Co operates a Complaints Handling Procedure, approved by the Royal Institution of Chartered Surveyors and this includes the ability for redress by The Property Ombudsman of which we are a Member.

Signed:(All applicants.)

Date:
I/We agree the terms outlined above.

