

Martin Smith

Residential Letting & Management

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Notes to prospective tenants

Holding Deposit.

To reserve the property we require a holding deposit whilst the Tenant Assessment is being made and the Tenancy Documents are prepared. The deposit is refundable upon moving in, but is forfeited if you decide not to proceed with the Tenancy, or your references prove to be unsatisfactory. **The property will remain available to let until we have received a holding deposit.**

References.

All prospective tenants are required to supply references, full details will be given on application for tenancy.

Initial payment.

You will be required to not only pay the first months rent in advance before you move in, but also a deposit against the inventory, equal to one months rent. The initial payment must be made by bank or building society cheque, bankers draft or cash, as personal cheques are unacceptable. It is not our policy to pay interest on tenant's deposits.

Subsequent rental payments are required to be made per calender month on the same date in which you moved in. You will find that a calender month payment is more than four weeks rent, this is due to the fact that there are more than four weeks in most months. The calender month payment is calculated by multiplying the weekly rent by the number of weeks in a year, or half year which ever term tenancy you take and this total figure is divided by twelve or six monthly payments.

CAN YOU PLEASE ENSURE THAT YOU HAVE THE CORRECT & EXACT MONEY WHEN MAKING THE INITIAL PAYMENT & ANY FURTHER PAYMENT OF RENT, AS WE DO NOT CARRY CHANGE ON THE PREMISES.

Delapidations Deposit

Please be aware that any property's managed by this agency the deposit will be held in the government approved TDS scheme for which information will be provided to you at commencement of tenancy or at the TDS official website www.thedisputeservice.co.uk. Any property's for which are not managed by this agency the tenant should expect within 14 days written evidence of which scheme the landlord of the property has placed the deposit in, for more information regarding this visit www.direct.gov.uk. After vacation of managed property's and the keys being returned to our agency one of our members of staff will visit the property and go through the inventory inspecting the condition. Once this has been done your landlord will be contacted and arrangements will be made for the return of your deposit (***the deposit can not be returned on the day you vacate**). Please note that this procedure can take up to fourteen days and your deposit will be returned to you in the form of a cheque. For your deposit to be returned quickly and without any delay, please make sure that when you have vacated the property it is left clean and in the a similar condition as when you first moved in, taking into account fair wear and tare. Failure to do this will cause the agent to obtain quotes on behalf of the landlord to return the property to its original condition thus causing more unnecessary delay before you receive your deposit. If there is any dispute which can not be resolved regarding any deductions from the deposit it will be passed immediately on to the adjudicating panel for the TDS scheme.

Your deposit may be jeopardised by not abiding to the following:

- * Not given a full months notice when vacating the property, this will need to be in the form of a letter stating the exact date you are to vacate.
- * Ending your tenancy before a six month period has elapsed
- * Vacating the property and leaving it dirty (inc carpets) or damaged.
- * Rent Arrears

Admin fee:

An admin fee is charged to the tenant for extra cost's that occur on each and every new let.

Utilities (Gas, Electricity, Telephone and Water).

These services are the responsibility of the tenants. It is therefore necessary for the incoming tenants to contact the utility companies to request that the accounts be put into their name. Failure to do so could result in a lack of supply on your day of moving in, and several days' delay before obtaining service. It is also the tenants responsibility to contact these authorities when they vacate the property to end there accounts. We would be happy to assist if requested.

- (a) **Gas:** Call Transco for all emergency issue's regarding gas on **0870 6081524**, they also will be able to tell you who your gas supplier is providing you with contact number's and a meter serial number. * if you have problems with your supply contact your gas provider a.s.a.p.

(b) **Electricity:** You can now contact Electricity helpdesk by telephone for all emergency issue's regarding electricity on **0845 6015467**, they also will be able to tell you who your electric supplier is providing you with contact number's and a meter serial number. * if you have problems with your supply contact your electric provider a.s.a.p.

(C) **Water Rates:** We will inform them of your moving in date.

(D) **Telephone:** It is not the responsibility of the Landlord to ensure that you have a telephone line to the property. If you require this service then you should contact BT or one of the many cable networks.

Council Tax.

Tenants are responsible for payment of Council Tax during the term of their tenancy. We will notify the local Council Tax Office of your moving in date.

Inventory and Schedule of Condition.

This is carried out by a member of our staff who will "check in" the tenants and require them to sign and accept the property in the condition stated. If a inventory is provided and the tenant does not return the inventory signed, the contents of such are deemed correct at date provided. This work is carried out at the Landlord's expense.

Insurance.

The Landlord is required to maintain cover for both the structure and contents of the property. However, this cover will only apply to those contents Which belong to him. The tenants should therefore arrange contents and "all risks" cover on possessions of their own, which they bring into the property.

Problems at the property.

We are appointed Managing Agents for the majority of properties, which we offer for letting.

In the event of a problem occurring either to the structure or the contents of the property you should notify our Management Department. We have a wide variety of Tradesmen available to resolve most problems promptly.

Where we are not acting as Managing Agents we will arrange your moving in and collect the first months rent and deposit against the inventory. We will then put you in direct contact with the landlord to whom you will pay rent in subsequent months and to whom you should refer if you have a problem at the property.

For emergency purpose's regarding your gas or electric see the utilitie's sections above, most tradesman only work during office hours but in the case of a situation that arises and the office can not be contacted please refer to the numbers below:

Plumber: Barry 07958586681

Electrician: Chris 07791769917

Member of the National Association of Estate Agents
Associate of the National Approved Letting Scheme
Member of the Ombudsman for Estate Agent Scheme
www.martinsmithletting.co.uk



Roofer: John 07958921487

Handyman: Steve 07930414571

Absence from the property.

Please notify us or the Landlord if the property is to be left empty for more than three days. During the winter months, when you leave the property unoccupied overnight, you should ensure that some heating is left on and the trap door to the loft (where this exists) is left open to prevent a burst pipe should the weather turn sharply colder. If you are away for more than a few days it is advisable to drain down the water and heating systems and empty tanks. (N.B Draining down is not normally necessary in the case of a flat unless weather conditions are extreme).

Renewing or altering the Tenancy Agreement

Please let us know at least ten weeks before the termination of your agreement if you are considering applying for a renewal of your tenancy. We will approach the Landlord and make the necessary arrangements. In turn, the Landlord will let us know if he requires the property back at the end of the term and we will notify you in this event. Please note that if the tenant/s wish to alter the tenancy agreement during the term of there agreement, then a fee will be charged at £40 plus V.A.T.

Tenants claiming Housing Benefit.

Certain Landlord's would be prepared to take tenants whose rent or a proportion of the rent will be paid by the Local Authority by way of Housing Benefit. If a shortfall occurs between the amount that the Local Authority pay and the actual rent agreed, then the tenant (s) would be responsible for paying this shortfall unless otherwise agreed with the Landlord.

We must also point out that even though the Local Authority will be paying your rent it is entirely your responsibility to ensure that the rent is paid and it is the tenant (s) that would be held responsible for any arrears.