



## Terms and Conditions

### Referencing and Administration

Once you have found a property to rent, filled out the necessary referencing forms and have paid the correct referencing fees (as detailed below), the application will be put to the Landlord. If you are rejected, any fees will be refunded via the BACS system so please make sure the details are correct on the forms. Please allow 7 working days for the payment to be processed.

If accepted for the property, you will be referenced by our credit referencing company, Let Alliance. If you or any other applicants fail the referencing process, we will not proceed with the tenancy and no fees will be refunded.

Once referencing has been returned satisfactorily, we will contact you to book a suitable time for completing the necessary paperwork and paying over initial monies which includes the administration fee, first month's rent and deposit. We will issue you with a written breakdown of all costs. Please note we can only accept payment via cash or BACS, we will provide you with our bank details if requested.

We may use software supplied by Tenant Shop Limited to notify the local council, water supplier(s) and the energy provider(s) in line with your tenancy start date and again on the tenancy end/vacating date.

We will ask Tenant Shop to contact you on our behalf by Text, Phone and/or Email to offer you Energy, Insurance and Media comparisons for your new Tenancy. Call Centre comparisons are completely optional for you (the tenant) and **you can opt out at any time by emailing [customerservices@mytenantshop.co.uk](mailto:customerservices@mytenantshop.co.uk)**. Tenant Shop Limited is fully compliant with the data protection act 1998 and a registered member of the Information Commissioners Office with registration number Z305733X and will only use your information for the purposes set out above

### Identification

To fully comply with Right to Rent obligations we require identification for all tenants and permitted occupiers before any referencing is processed. We will normally require a Passport or Driving Licence however, a full list of acceptable documents can be provided. By providing your identification you acknowledge and agree that we may conduct a credit search using this information you provide to us using a third party, CreditSafeUK.

### Services

The rent does not usually include utility services such as Electricity, Gas, Water, Council Tax or Telephone/Internet costs. You, as the tenant will be responsible for these unless informed in writing before signing the tenancy agreement.

### Rent

The rent is payable as per the tenancy agreement, this is usually on a monthly basis. If we are collecting the rent, we will provide you with a Standing Order form showing our bank details, payment reference and amount. You are required to fill out your bank details, sign, date and hand into your bank to set it up. Please note that Standing Orders take two working days for your bank to set up so please allow enough time so your rent is paid promptly. If the Landlord is to collect the rent, they will advise you of their bank details directly.

### Deposit

A deposit equivalent to a month and a half's rent will be payable unless otherwise stated. This will be held by Saxons or the Landlord in an appropriate Tenancy Deposit Scheme. You will receive a certificate showing this within 7 days of moving in to the property.

### Tenancy Agreement

All our properties are let on a minimum six month Assured Shorthold Tenancy. We will provide you with a tenancy agreement to sign. We will normally arrange this a week before the tenancy is due to commence. Please read the agreement carefully, we will endeavour to answer any questions you may have regarding the tenancy or paperwork.

Please note that as all Tenants, Permitted Occupiers and Guarantors are expected to sign the contract in person, a suitable time must be arranged to allow this.

### Check In

As per your tenancy agreement we will agree a date for you to move in to the property. We will not release the keys unless the agreement has been signed by all parties and the correct fees have been received. An inventory will be provided to you on the first day of moving in.

### Breakdown of Fees

Fee	Cost	Description
Referencing (Per tenant/Permitted Occupier)	<b>£150 (inc. VAT)</b>	All persons over the age of 18 will need to be referenced.
Guarantor Referencing (If Applicable)	<b>£75 (inc. VAT)</b>	If required, the charge will be made for all guarantors referenced
Administration/Agency Fee (Per Tenancy)	<b>£120 (£100 + VAT)</b>	One-off charge for the Tenancy Preparation and related paperwork

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_