



# USEFUL INFORMATION FOR TENANTS

## DECIDING WHETHER TO RENT

### Referencing

In order to consider your application to rent, we must carry out referencing for each prospective tenant aged 18 years or over to ensure you meet our lettings criteria and are able to afford the rent (see table below). We use an external referencing agent who will check your employment history, address history, Right to Rent, previous landlord reference(s) (where applicable) and perform a credit check. Depending on the outcome of the references you may need to provide a guarantor, this person would need to go through the same checks as the tenant and would be liable for the property and rent. Unfortunately we cannot rent our properties to anyone on Housing Benefit, Deposit Bond Scheme, zero hour contracts or on agency work. You will need to pay a **non-refundable** application fee prior to the referencing process (see 'TENANCY FEES' on page 3).

### Affordability - Tenants

| Monthly Rent | Tenant Income | Monthly Rent | Tenant Income | Monthly Rent | Tenant Income |
|--------------|---------------|--------------|---------------|--------------|---------------|
| 150          | 4500          | 950          | 28500         | 1750         | 52500         |
| 200          | 6000          | 1000         | 30000         | 1800         | 54000         |
| 250          | 7500          | 1050         | 31500         | 1850         | 55500         |
| 300          | 9000          | 1100         | 33000         | 1900         | 57000         |
| 350          | 10500         | 1150         | 34500         | 1950         | 58500         |
| 400          | 12000         | 1200         | 36000         | 2000         | 60000         |
| 450          | 13500         | 1250         | 37500         | 2050         | 61500         |
| 500          | 15000         | 1300         | 39000         | 2100         | 63000         |
| 550          | 16500         | 1350         | 40500         | 2150         | 64500         |
| 600          | 18000         | 1400         | 42000         | 2200         | 66000         |
| 650          | 19500         | 1450         | 43500         | 2250         | 67500         |
| 700          | 21000         | 1500         | 45000         | 2300         | 69000         |
| 750          | 22500         | 1550         | 46500         | 2350         | 70500         |
| 800          | 24000         | 1600         | 48000         | 2400         | 72000         |
| 850          | 25500         | 1650         | 49500         | 2450         | 73500         |
| 900          | 27000         | 1700         | 51000         | 2500         | 75000         |

### Affordability - Guarantors

| Monthly Rent | Guarantor Income | Monthly Rent | Guarantor Income | Monthly Rent | Guarantor Income |
|--------------|------------------|--------------|------------------|--------------|------------------|
| 150          | 5400             | 950          | 34200            | 1750         | 63000            |
| 200          | 7200             | 1000         | 36000            | 1800         | 64800            |
| 250          | 9000             | 1050         | 37800            | 1850         | 66600            |
| 300          | 10800            | 1100         | 39600            | 1900         | 68400            |
| 350          | 12600            | 1150         | 41400            | 1950         | 70200            |
| 400          | 14400            | 1200         | 43200            | 2000         | 72000            |
| 450          | 16200            | 1250         | 45000            | 2050         | 73800            |
| 500          | 18000            | 1300         | 46800            | 2100         | 75600            |
| 550          | 19800            | 1350         | 48600            | 2150         | 77400            |
| 600          | 21600            | 1400         | 50400            | 2200         | 79200            |
| 650          | 23400            | 1450         | 52200            | 2250         | 81000            |
| 700          | 25200            | 1500         | 54000            | 2300         | 82800            |
| 750          | 27000            | 1550         | 55800            | 2350         | 84600            |
| 800          | 28800            | 1600         | 57600            | 2400         | 86400            |
| 850          | 30600            | 1650         | 59400            | 2450         | 88200            |
| 900          | 32400            | 1700         | 61200            | 2500         | 90000            |

### Our properties

All of our properties are LET AS SEEN and no pets, smokers or sharers (three individuals or more) are permitted unless previously negotiated. When we confirm receipt of your application fee you will be given the opportunity to note any comments about the condition of the property.

## ONCE YOUR APPLICATION HAS BEEN SUCCESSFUL

### Dilapidations Deposit

A deposit is taken at the beginning of the tenancy (at least 24 hours before moving in) and held throughout the duration of the tenancy. This deposit will be registered with The Dispute Service (TDS) and is taken as security for the Landlord in case of a breach of the agreement. These monies are refundable subject to a final inspection which is carried out at the end of the tenancy. You would be invited to attend this inspection and any deductions from the deposit would be agreed. However, if there is a dispute between you and the Landlord regarding the deposit that cannot be resolved then a case would be opened with TDS who are completely impartial and independent. The deposit is usually equivalent to a month and a half's rent (unless otherwise stated).

### Rent

Rent is payable monthly in advance and will be due at the same time each month; this date is dependent on the day you move in. Rent must be paid via BACS, standing order or by using our online payment link. We cannot accept cash or personal cheque.



# USEFUL INFORMATION FOR TENANTS

## MOVING IN

### Contents Insurance

You will be required to have contents insurance in place to protect your own belongings and that of your Landlord. We are happy to arrange this for you.

### First Month's Rent & Deposit

Two to three days before your moving in day, you will need to ensure that your first month's rent and deposit is received by our bank (if the funds have not cleared in our account on or before your moving in day this could delay you moving in).

### Moving In Day

On the day you move in, all tenants and guarantors are required to attend our offices at a pre-arranged time. Each person will need to bring photographic ID, two utility bills from your previous address and proof of your right to live and work in the UK (if you do not have the correct ID this could delay you moving in). You will then have the opportunity to read through your agreements, the inventory and any other paperwork before signing all the documents and receiving your keys. Once you have signed the tenancy agreement you are contractually committed for the full term agreed.

## ONCE YOU HAVE MOVED IN

### Utilities

It is your responsibility to ensure that you pay for all utility supplies throughout your tenancy (unless otherwise stated). Jackson Grundy cannot deal with these on your behalf as you are required to speak to the relevant suppliers directly (i.e. council tax, water rates, electricity, gas, telephone, television licence) and provide them with your personal information to set up an account.

### Managed or Let Only?

Some of the tenancies we arrange are on a let only basis which means that once you have completed all the paperwork and paid the first month's rent and deposit you would deal directly with the Landlord. On these occasions, we would provide you with the Landlord's contact details so you can contact them to arrange payment of future rents and discuss any repairs or maintenance issues during the tenancy. The rest of our properties are managed by Jackson Grundy which means all aspects of the tenancy will be dealt with by us, including the following:

#### *Management Visits*

Visits are carried out regularly and you do not have to be present unless you wish to be. During these visits we check that the property and garden (if applicable) is being maintained in accordance with the agreement. Information regarding the condition of the property is then passed onto the Landlord.

#### *Repairs*

If there are any repair or maintenance issues during your tenancy you should contact the office as soon as possible because any repairs have to be agreed with the Landlord before works can commence. Once the Landlord has agreed we will arrange access to the property with you.

#### *Tenancy Renewal*

We will contact you approximately two months before the end of your current tenancy to ask whether you would like to renew your tenancy. We seek your instructions prior to those of your Landlord. Should you renew your tenancy for a further term you would be required to pay a renewal fee of £75 including VAT.



# USEFUL INFORMATION FOR TENANTS

## TENANCY FEES

| <b>BEFORE YOU MOVE IN</b>   |   |
|---|---|
| <b>Set Up Fee (tenant's share)</b><br>Referencing for one tenant (identity, immigration & visa confirmation, financial credit checks, obtaining references from current or previous employers/landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement | £250.00 (inc VAT) for the first tenant                      |
| <b>Additional Tenant Fee</b><br>Processing the application, associated paperwork and referencing  | £120.00 (inc VAT) per additional tenant                     |
| <b>Company Tenant Fee</b><br>Processing the application, associated paperwork and referencing   | £360.00 (inc VAT)   |
| <b>Guarantor Fee</b><br>Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement  | £120.00 (inc VAT) per guarantor if required                 |
| <b>Pet Deposit</b><br>Subject to Landlord approval, to cover the added risk of property damage. This will be protected with your security deposit in a Government authorised scheme and may be returned at the end of the tenancy   | One months' rent returnable additional security deposit     |
| <b>DURING YOUR TENANCY</b>  |   |
| <b>Renewal Fee (tenant's share)</b><br>Contract negotiation, amending and updating terms and arranging a further tenancy agreement  | £75.00 (inc VAT)  |
| <b>ENDING YOUR TENANCY</b>  |   |
| <b>Early Termination Fee</b><br>Subject to Landlord approval and acceptance of all tenancy charges until the final termination date   | One months' rent returnable additional security deposit     |
| <b>OTHER FEES &amp; CHARGES</b>   |   |
| Unpaid Rent   | Interest @ 4% above Bank of England Base Rate from date due |
| Returned Payment  | £30.00 (inc VAT)  |

**IF YOU HAVE ANY QUESTIONS ABOUT OUR FEES PLEASE ASK A MEMBER OF STAFF**

