



## **INFORMATION FOR TENANTS**

### **FINDING A PROPERTY**

We are specially trained and equipped to assist Tenants to find properties to rent that will meet their needs. We maintain a database of properties available to rent and of prospective Tenants and their requirements. As properties become available, our first action is to contact waiting Tenants on the database, who's requirements match the property. Typically, properties to rent become available about two months before occupancy date, so where possible it is advisable to start looking early.

### **VIEWINGS**

Having identified a potentially suitable property, we will arrange a viewing. This will be at a time to suit you, and could be at evenings or week-ends, subject of course to the Landlords permission. All viewings will be accompanied by a member of staff, who will be able to provide immediate advice and answer any questions you may have.

### **OFFER / APPLICATION**

Having decided on a property, you will need to complete a written application form. At this time any details or requirements can be provisionally agreed, such as occupancy date, duration of the letting, etc.

On application, a Reservation Deposit of £250 will be required. Assuming the rental proceeds, this will be deducted from the Fees due before occupation. If we or the Landlord decline your application it will be refunded. It will however not be refunded if you decide not to proceed for any reason, or if the tenancy fails to proceed due to incomplete or inaccurate information provided by each prospective tenant in the tenancy application.

### **REFERENCES**

We will take references on behalf of the Landlord. Normally these will include your employer, any former landlord and a character reference. In addition a credit check will be undertaken.

Where a Tenant is unable to meet the required income or credit checks, the Tenant may have a Guarantor agree to underwrite any rent liabilities.

## **RENT**

Rents are normally quoted on a calendar month basis. In addition, the Tenant is usually responsible for Council Tax, Water Rates, Gas, Electricity and Telephone costs.

Rents are payable by standing order (unless alternative arrangements are agreed in advance) to our Company bank account monthly in advance, with the first month's rent due before taking occupation of the premises.

## **DEPOSIT**

A deposit (or 'bond') is required prior to occupation. This is usually equal to 6 weeks rent. Where we are managing the property, this deposit will be forwarded to the government authorised custodial body. We will inform you in writing of the details of how your deposit is held. Where we are not managing the property any tenancy deposit which is required will be passed to the Landlord.

The deposit is held to cover any breakages, damage, rent arrears or other tenant liabilities. Where we are managing, at the end of the tenancy we will check the property in the presence of the Tenant and assess any damages and deductions due.

Please note that the deposit cannot be used by the Tenant to cover rent.

## **ADMINISTRATION / AGENCY FEES**

A fee is due to this company prior to the start of the tenancy to cover the Tenant's referencing & credit check costs. Our fees for these services are **£100** per tenant which is payable on submission of the Tenant Application Form, this fee is non-refundable.

A further fee of £50 is payable with the first month's rent, which for preparation of the tenancy agreement and any legal notices, check-in and check-out and any inventory costs.

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