



Tenancy Information –SUBJECT TO CONTRACT

Agent Name:

Thank you for choosing Lords Associates of London as your Lettings Agent.

Please ensure you read all of the information provided below. We want you to have a clear and complete understanding of the terms and conditions of renting an accommodation through Lords Associates. If you have any queries or do not understand something please ask your Lords Associates Lettings Consultant.

Lead Tenant:	E-mail address:
Tenant:	E-mail address:
Tenant:	E-mail address:
Tenant:	E-mail address:
Tenant:	E-mail address:
Tenant:	E-mail address:

Lead Tenant forwarding address for deposit return:

Rental property:

Property address:	Postcode:
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Tenancy Details:

Length of tenancy: months	Rent: £pcm	Deposit: £
Furnished/Unfurnished:	Start Date Approx:	End Date Approx:
Reservation fee: £		

Declaration:
I/we confirm the following:

1. The property is to be let subject to the Landlord’s approval, satisfactory references being received by all applicants with, if necessary, a guarantor, all monies being paid and a tenancy agreement being signed by both parties. There is no guarantee of a tenancy
2. The property will be taken off the market once a reservation fee has been received whilst due diligence is completed. Tenants have a maximum period of **5** days to return reference papers as well as pay outstanding money (outstanding monies will be viewable on rent calculation sheet). (If not completed within the given time frame the prospective tenant/s will lose the reservation fee)
3. The reference fee is £75.00 per reference
4. The administration fee is £350.00
5. There is a £100.00 checkout fee as well as a £100.00 renewal fee
6. Other late rental payment fees as well as misc. fees are outlined in the tenancy
7. **All information** required for Homelet references (both tenant and guarantor) must be provided
8. If the prospective tenant/s fails the referencing or withdraws the application, the reservation fee will **not be refunded** as well as any other fees paid. However, should the Landlord refuse your application, the fee will be returned to you in full within 14 working days

Reservation fee, security deposit and advance payment

- The reservation fee will be deducted from the total amount due – it is not an additional cost.
- The security deposit will be the equivalent of one and a half months rent unless advised otherwise.
- The security deposit will be reimbursed to you at the end of the tenancy, subject to the details of your agreement and the findings of the check-out report. Lords Associates use MyDeposits to protect deposits as legally required.
- The first's month's rent & security deposit is due before the start of tenancy & must be cleared funds.

Tenancy agreement

- The tenancy agreement you will sign will be an Assured Shorthold Agreement. Your guarantor's will sign the agreement too. The agreement and covenant are joint and several, which means that you and your guarantors are all responsible for the entire rental amount throughout the whole tenancy.
- By signing the tenancy agreement the tenant commits to paying rent for the full fixed term of the tenancy.
- The term of tenancy is 12 months unless otherwise stated.
- The tenancy agreement must be signed before you move in by all tenants and guarantors – generally we will send this online. We will NOT chase up for people to sign. If it is not signed by your move in date, you will not be able to move in. Your tenancy start date will remain the same.
- If a member(s) of your group is unable to continue with the tenancy this does not mean that we are unable to proceed. If the tenancy agreement has already been signed, all the tenants are contractually bound to the terms and conditions of the agreement until another tenancy has been created and signed. We will do our best to find a replacement tenant/s (you will be asked to do the same). Once a replacement tenant/s has been found they will have to be referenced and required to pay a reservation fee while all paper work is complete. We will charge £500.00 for a tenant to break out of an agreement (subject to terms and conditions).

References and credit checks

- The checks and references will be carried out using an approved credit reference agency in strictest confidence and on the basis of information supplied in the form.
- All applicants must provide their last 3 months bank statement, proof of photographic identity and proof of address.
- All personal information supplied to the Agent shall be kept secure at all times and shall be securely destroyed when no longer required.

Miscellaneous

- It is your responsibility to provide your status information to the relevant council. You are responsible for the utility bills unless otherwise stated.
- The owner is responsible for any internal/external repairs. If we are managing the property we will provide you with an out of hours contact number for emergencies. If the Landlord manages the property, you will be given their contact details.
- Rooms may not have locks; the Landlord is under no obligation to provide these.
- The Landlord is under no obligation to provide an inventory.
- We advise all tenants to ensure that any personal items brought into the property are covered by contents insurance and to consider taking out accidental damage cover. We suggest to all students to contact Homelet for this, call 01522 838 807, speak to Becky Lewis and give the agent scheme number: 1508962.
- Please confirm with your property consultant should you have any queries in regards to what furnishings come with the house. Microwaves, kettles, toasters, vacuum cleaners, lawn-mowers and any other appliances are not given by the Landlord. The tenants confirm that they use them at their own risk and should e-mail office@lordsassociates.co.uk should they want appliances removed.
- Storage space such as an attic and garden sheds are not part of the tenancy unless otherwise stated.
- Please note that you are not moving into a brand new house. There will be wear and tear; there may even be some dust on the window sills! Should you require a professional clean beforehand please email office@lordsassociates.co.uk, charges will apply.
- A fee is charged for card payments, please ask your consultant for more information.
- Smoking is not permitted inside the house – the cost of smoke fumigation starts from £300.00.

Please tick

I confirm that I have received and read the rent calculation sheet

I understand that this document is in addition to the actual Assured Shorthold Tenancy Agreement which can be found on the website

I confirm that I have read and fully understand the terms and conditions of this documentation

Please sign below:

Lead tenant: Signed: Date:

Tenant: Signed: Date:

Tenant: Signed: Date:

Tenant: Signed: Date:

Tenant: Signed: Date:

Tenant: Signed: Date:

For office use:

(Please sign & date once all tenants have signed the above):

Consultant:

Signed (for and on behalf of Lords Associates of London):

Date: