

TENANTS INFORMATION FORM

Luff Associates Limited act as agents on behalf of the Landlord who owns the property that you are proposing to rent. We (Luff Associates) have an obligation to the Landlord to ensure the Tenancy runs as smoothly as possible, that the rent is paid promptly and the property is maintained to the standard at which it was received.

TENANTS FEES

To process a 'Tenants' application for Tenancy we will require the following funding which must accompany the completed referencing application form(s).

Reference fee £90.00 (£108.00 Inc. VAT) per person +
Administration fee £175.00 (£210.00 Inc. VAT) per property.
Guarantor fee £120.00 (£144.00 Inc. VAT)

Please be aware that all referencing/administration fees are all non-refundable should a tenant fail or withdraw from their tenancy application.

FAST TRACK REFERENCING

This can be done at a cost of £20.00 (£24.00 Inc. VAT) per person in addition to original referencing fee as above.

BANK DETAILS

HSBC Sort Code: 40-16-05
Account No.: 31652869 Luff Associates Ltd

Note: We will require photo identification (Valid Visa or passport) for everyone moving into the Property who is over 18 years old. In addition to this, we will also require two utility bills at your current address - one in the last four weeks and one in the last three - six months (bank statement or mobile phone bill is sufficient), your most recent payslip and your most recent P60.N

At least two working days prior to the start date of the tenancy we will require **cleared** funds for the following:

First month's rent

Security deposit

(Equivalent to 1.5 months rent / 2 months for pets)

Check In Fee

(For checking of the inventory at the commencement of the tenancy)

Property	Furnished		Unfurnished	
	(Plus VAT)	(Inc. VAT)	(Plus VAT)	(Inc. VAT)
One bedroom	£110.00	£132.00	£105.00	£126.00
Two bedroom	£115.00	£138.00	£110.00	£132.00
Three bedroom	£120.00	£144.00	£115.00	£138.00
Four bedroom	£125.00	£150.00	£120.00	£144.00
Five bedroom	£150.00	£180.00	£145.00	£174.00
Six bedroom	£180.00	£216.00	£160.00	£192.00

Please add £10.00 (£12.00 Inc. VAT) for 'Check In's' required on a Saturday.

Please note that on check out all items listed on the inventory must be placed in their original positions or a charge of £35.00 + VAT will be incurred (£42.00 Inc. VAT).

ALL ABORTED APPOINTMENTS WILL BE CHARGED IN FULL.

I have read the terms and conditions listed above and understand that once I/we have been accepted as a tenant(s), all fees given to Luff Associates (Referencing/administration fees) are non-refundable. I agree to take the property as seen at my viewing, with exception to the items listed in the "notes" section below (if applicable). I also understand that Luff Associates cannot proceed until they receive my reference application forms, signed tenant information sheet and appropriate administration & reference monies in full. Please note that all fees are subject to change without prior notice.

*****PLEASE NOTE THAT THE RENTAL DUE DATE WILL ALWAYS BE THE SAME DATE THAT YOU MOVE IN. FOR EXAMPLE, IF YOU MOVE INTO A PROPERTY ON THE 15TH OF THE MONTH, THE RENT WILL BE DUE ON THE 15TH OF EVERY MONTH THROUGHOUT YOUR TENANCY.*****

Property Address:

Administration Holding Fee Paid: £

Notes:

Signed:

Print Full Name:

Date:

Signed:

Print Full Name:

Date:

Signed:

Print Full Name:

Date:

Signed:

Print Full Name:

Date:

THE TENANCY AGREEMENT

The Lease that you sign is a legally binding document; it is between the owner of the property (The Landlord) and yourself (The Tenant). You will need to read the Agreement carefully and ensure that you understand it fully, if in doubt consult a solicitor. The Agreement places legal obligations upon you, some of which are explained below.

The Agreement that you sign will be an Assured Shorthold or Company Agreement which means that you can stay in the property for the term of the Agreement (providing you meet all the obligations of the lease). If the landlord wishes to end the tenancy you will be given two months' notice to quit the property. You can only leave the property at the end of the period stated in the Agreement (if you wish to leave when the Agreement is due to expire you must notify us in writing giving a minimum of two month notice prior to the end of that Agreement). If you vacate the property early and do not give a full 2 months' notice **YOU WILL BE RESPONSIBLE FOR THE RENTAL PAYMENTS FOR THIS PERIOD.** Everybody living at the property over the age of eighteen must be named on the Agreement. You cannot move anyone into the property unless you have informed us (in writing) and we have permission for you to do so from the Landlord.

TENANCY AGREEMENT ALTERATIONS

Once the tenancy agreement has been agreed and drawn up, should you wish to make any alterations/amendments a £40 + vat fee will be incurred.

EXTENSION OF AGREEMENT

Two months before the end of your tenancy agreement you will be given the opportunity to renew the tenancy (extension) on the same terms and conditions as the original agreement. There will be a charge of **£65.00 (£78.00 Inc. VAT)** for this extension.

INSPECTIONS

We have an obligation to conduct regular inspections of all tenanted accommodation to ensure the property is not in need of repair and to ensure you are looking after the property. You will be given a minimum of 24hrs notification when an inspection is due to be conducted with notice not to exceed 72hrs.

FAULTS AND REPAIRS

If there is a problem with the property you must inform us in writing immediately (failure to do so may mean that you are held partially responsible should the delay result in added deterioration). Once we have been informed of a fault, we will contact the Landlord and act upon their instructions. You must **not** instruct a contractor to undertake any work; if you do so it will be at **YOUR** own expense.

SMOKE FIRE & CARBON MONOXIDE DETECTORS

When any such devices are fitted in the property you rent, please ensure they are checked regularly and are kept in good working order, if you become aware of fault you must notify us immediately.

DECORATING

Should you wish to make any changes to the property, you must inform us in writing and wait until permission is given before any work commences.

DEPOSITS

We require a deposit for every tenancy which will be registered with the Tenancy Deposit Scheme, for which you will receive a certificate of registration.

The deposit is refundable only after you have vacated the property and provided that

- Your rent is paid up to date
- All bills relating to the tenancy have been paid
- The property has been well maintained
- The items listed on the inventory are all present and in good condition
- The property is returned good clean order

The Landlord and Luff Associates Limited must be satisfied with the property before the deposit is refunded.

RENT

As a tenant you are responsible for ensuring the rent is paid in full and on time by way of a standing order.

Note: Should the Landlord or Luff Associates Limited incur any costs as a result of a late payment in rent, this cost will be passed on to you.

INSURANCE

The Landlord is responsible for insuring the property and any items which belong to them and are left at the property. **YOU** must insure your own belongings. The Landlord and Luff Associates Limited cannot be held responsible for any loss suffered by you whatever the circumstances.

NOT AT HOME!

If you are going to be away from the property for more than seven days at any one time you must inform us in writing. The property being unoccupied may affect the house insurance and we may have to take steps to protect the property.

VACATING

You must vacate the property on the agreed date (usually the last day of the lease). We will make an appointment for an Independent Inventory Company or the Landlord to meet you at the property where meter readings will be taken and all keys relating to the property will be returned. We will require a forwarding address from you (the Tenant) and will contact you at this address when we are able to release the deposit.

END OF TENANCY REFERENCE FEE

Should you require a reference at the end of your tenancy to be supplied to a new letting agent then a fee of £15 + vat per person will be incurred.

PETS

Pets are not permitted at the property unless permission is granted from the landlord. You must consult us prior to obtaining a pet and submit a written request to have a pet, stating age/type/breed etc.

NB: A security deposit of two months is due where permission is granted for pets.