

TENANT GUIDE TO RENTING WITH BETTLES PROPERTY LIMITED (BPL)

- 1 Register your details with BPL by phoning 01572 747861 or email: info@bettlesproperty.com.
- 2 Book an appointment to view a property. Viewings available 9.00am – 6.00pm on weekdays and 10.00am – 4.00pm on weekends.
- 3 Complete our **Tenant Application Form** and return it to us with your application fee, photo ID and proof of residency. You will secure the property (subject to references and landlord approval) and it will be removed from the market.
- 4 Once BPL has your landlord's approval to your application, we will ask the reference company to email you a link to complete the referencing form online.
- 5 The referencing company will carry out a credit check and obtain landlord and employer references.
- 6 Once a satisfactory reference report is received, BPL will confirm your check in appointment/move in date and send you a copy of the tenancy agreement.
- 7 You then need to read the tenancy agreement and arrange payment of the check in funds. Our preferred method is bank transfer. **Cleared funds are required in advance of your check in appointment.**
- 8 Meet a member of BPL at the property for your check in appointment and settle into your new home!

TENANT GUIDE TO RENTING

Tenancy Application Fee

In order to secure a property, a tenancy application fee of **£240 including VAT** is payable by the first applicant. A fee of **£60 including VAT** is payable for each additional applicant. **This charge is non-refundable.**

References are carried out on all applicants by an online tenant vetting agency. The tenant vetting agency obtains:

- a full credit search;
- an employment reference; and
- a previous landlord/managing agent reference.

NB. In order to pass the referencing criteria, you should be in permanent employment with an annual income in excess of 30 x the monthly rental figure. For example, an application for a property with a rental of £650pcm requires an annual income of £19,500 (30 x £650 = £19,500).

Should you not meet the income criteria, please make BPL aware as solutions can often be proposed.

Tenancy Set Up Costs

Subject to contract and once all the relevant references have been approved by BPL and your landlord, a tenancy commencement date will be confirmed. BPL will then prepare and send you the tenancy agreement together with an email initial invoice for:

- **one month's rental payment in advance; and**
- **your security deposit – the equivalent of one and a half month's rental payment.**

Check In

A member of BPL will attend the check in appointment at the property and issue you with all the relevant property information, including your signed tenancy agreement and inventory.

All named tenants on the agreement need to attend this appointment.

Guarantors

An additional fee of **£60 including VAT** is payable if a guarantor reference is needed for your application. The guarantor will be required to sign the tenancy agreement and will be jointly and severally responsible for obligations in the tenancy agreement along with the tenants. **This charge is non-refundable.**

Pets

Pets are not generally permitted in a property although exceptions may be allowed at the landlord's discretion. If such permission is granted, it will be necessary for the tenant to pay a deposit equivalent to two calendar month's rent (as opposed to one and a half month's rent) in case the property has to be fumigated at the end of the tenancy. This charge is payable prior to the check in appointment but does not affect the tenant's obligation to have carpets/upholstery professionally cleaned on vacation.

Deposit and Advance Payments

As regulated ARLA agents, BPL will retain a deposit in the capacity of stakeholder which is registered with a Government approved scheme, and held as security for the performance of your obligations set out in the tenancy agreement.

The first month's advance rent and the tenancy deposit is payable in advance of your check in appointment and must be in cleared funds. Our preferred method is bank transfer although other methods are acceptable. Please note that a BACS transfer does not clear until the day after receipt, therefore we advise that you should arrange transfer of payment as soon as possible. Proof of receipted monies will be required before the property keys are handed over to you.

IMPORTANT: Should your payment not clear prior to your check in appointment, you will not be able to move into the property.

Property Keys

You will be provided with one full set of keys for the Property. If you require more than one set, additional sets can be cut at your expense. You must advise BPL of any additional sets of keys cut and return all sets at the check out appointment at the end of the tenancy.

Insurance

Tenants are responsible for arranging their own contents and personal possessions insurance prior to the property check in. BPL strongly recommend that your contents insurance policy also covers you for accidental cover to the landlord's buildings and contents. BPL can introduce you to a company providing insurance. Additional insurance is also recommended and available for accidental damage caused to the landlord's property and personal items.

Change of Check In Date

Should you wish to change your check in date or any of the tenancy terms after the tenancy agreement has been drawn up and issued in final form, there will be an administration charge of **£60 including VAT.**

Tenancy Renewals

A fee of **£90 including VAT** is charged to the Tenant for the renewal of the existing tenancy agreement for a further fixed term.

Rental Payments

Monthly rent is paid by standing order from your bank to ours on the same day of the month as the day you move into the property in advance for the duration of the tenancy. Please be aware that your bank may release your money from your account a few days before the due date to ensure it reaches its destination on time. **BPL have no control over the monthly standing order payments as it is under your instruction to the bank.**

Deposits

Provided the property is handed back to BPL as outlined in your tenancy agreement and to the satisfaction of the landlord, the security deposit will be returned within a practical period. We reserve

the right to hold back any monies required to return the property to a satisfactory condition.

Management Service

Where we provide a full management service to our landlord, we will carry out a property inspection in either quarterly or six monthly intervals. In accordance with your tenancy agreement, BPL will give you prior notice of our intention to visit the property to carry out an inspection report.

Let Only Service

Where properties are not managed by BPL, the landlord or its appointed representative assumes responsibility for the management of the property. In these circumstances, the landlord may arrange their own tenancy agreement, deposit registration and check in appointment. Please check with BPL if this applies to your property.

References

BPL charge of **£48 including VAT** if a tenant requests a written reference

TENANT FEES		FEE	Fee inc VAT
Application	For the first applicant	£200 + VAT	£240
Application	Each additional applicant	£50 + VAT	£60
Guarantor	Each guarantor	£50 + VAT	£60
Permitted occupier	Each permitted occupier	£50 + VAT	£60
Tenancy amendment	Standard fee	£75 + VAT	£90
Tenancy extension	Standard fee	£75 + VAT	£90
Early termination	Standard fee	£400 + VAT	£480
Check out	Standard fee	£100 + VAT	£120
Written reference	Tenant outgoing reference	£40 + VAT	£48

Tenant Application Form (please return this form along with your fee, photo ID and proof of residency)

Property Address:			
Rental Price:	Deposit: Paid by:	Preferred Check In Date:	Length of tenancy: 6 months / 12 months
Any specific requests that this offer is subject to:			
Pets: YES / NO If yes, please list type and breed:		Children: YES / NO If yes, please list ages:	
Have you ever had any adverse credit (CCJs, IVAs or bankruptcies) If yes, please list details:			YES / NO
Is a Guarantor required? If yes, please list details:			YES / NO

First Tenant

Second Tenant

Full Name:	Full Name:
Current Address (inc. postcode):	Current Address (inc. postcode):
Next of Kin Name and Address:	Next of Kin Name and Address:
Job Title: FT / PT Basic Salary: Perm. Contracted Hours: Employed / Self Employed – please circle	Job Title: FT / PT Basic Salary: Perm. Contracted Hours: Employed / Self Employed – please circle
Home Tel No:	Home Tel No:
Mobile Tel No:	Mobile Tel No:
Email:	Email:
Names of any other people over 18 to live at the property:	
Declaration I accept the terms and conditions of BPL's Tenant Guide to Renting and would like to apply to rent the above property (subject to contract). Signed: Date:	Declaration I accept the terms and conditions of BPL's Tenant Guide to Renting and would like to apply to rent the above property (subject to contract). Signed: Date: