

# **TENANTS TERMS AND CONDITIONS**

## **And TENANT RESPONSIBILITIES:**

- **FIRST MONTH RENT:**

This must be paid on or before your "Tenancy start date" and MUST be paid by CASH (Pound sterling).

- **DEPOSIT:**

**YOU WILL BE REQUIRED TO PAY THE EQUIVALENT OF ONE AND A HALF MONTHS RENT AS DEPOSIT.**

If you intend to pay your deposit by cheque, please note the cheque must be made payable to "The Deposit Protection Service" and paid to us at least 10 days before the commencement of the tenancy agreement, in order for the deposit to be cleared in time. You can also pay either by cash or Debit card.

- **INVENTORIES/CHECK IN FORMS:**

You will be supplied with 2 copies of the inventory and a Check In form with meter readings. You need to return these within 7 days signed by you with any comments noted. Should these forms not be returned in time, then we shall deem them to be correct and accurate the final inspection will be based on their contents.

- **UTILITIES:**

To set up accounts with the utility companies of your choice. You must provide the company with the meter readings given to you by Cranes Lettings Limited. Please also advise us which companies you are using and of any changes during the tenancy. At the end of your tenancy you must forward the final reading of the meters to the chosen utility company and pay the last bill.

- **TV LICENCE:**

To pay the TV licence for the term that they are in the property.

- **ADMINISTRATION FEES:**

Tenants will be charged £25 by Cranes Lettings Limited to write any references or letters they may require for the purpose of future tenancies etc.

- **PAYMENTS OF RENTS:**

Rents must be received on time. Tenants can pay by Standing Order, Cheque or Cash. Late payment will jeopardise your tenancy agreement and affect any future reference you may require.

- **TENANTS CHANGES IN CIRCUMSTANCES:**

Tenants must advise Cranes Lettings Limited of any changes in their circumstances that affect their financial commitments i.e. if they begin to claim housing benefit; loss of their job.

- **ADDITIONAL TENANTS/ALLOWING PETS:**

Tenants must not move other people in or have pets in the property without prior permission from Cranes Lettings Limited.

- **PROPERTY INSPECTIONS:**

To allow Cranes Lettings Limited access during the first three months and then approximately every quarter to inspect the condition of the property, giving both parties the opportunity to raise any issues.

- **GARDENS:**

The garden maintenance is the tenants' responsibility as one of the conditions of the tenancy agreement. Regardless of whether you have been provided with garden tools or not, if we note or receive a complaint that the garden has become overgrown, you will be asked to deal with it within 7 days. If you fail to do so, we will immediately instruct a gardener to tidy the garden and you will be given the invoice to pay.

- **RETURNED PAYMENTS:**

Cranes Lettings Limited will charge £20.00 for all Cheques and Standing Orders that are returned by the bank due to insufficient funds.

- **CHECK OUT:**

Before the end of the tenancy Cranes Lettings Limited will provide you with a guide to what you will need to do to ensure a smooth "check out of the property" in order for your deposit to be returned.

- **REDIRECTION OF POST:**

Please note it is your responsibility to re-direct your mail. The necessary form can be obtained from the Post Office.

- **FINAL INSPECTION:**

After you have vacated the property, Cranes Lettings Limited will come to the property, carry out a final inspection and read the meters. The tenant must provide a forwarding address. Once the final inspections are carried out the deposit assessment will occur. Any damages or cleaning works will be paid for out of the deposit. The full balance or remainder of the deposit will then be returned within 14 days.

- **LAST RENTAL PAYMENT:**

The last month's rent cannot be taken from the deposit as this is required to be held until the final property check has occurred.

• **RELEASE FEE:**

In the rare circumstances that a landlord would agree to release you early from the tenancy agreement, a release fee of £250 must be paid by you immediately before the release process can start taking place.

• **EMERGENCY CONTACT NUMBERS:**

The numbers that are provided for contractors are for the use in the case of an emergency only. Cranes Lettings Limited are your first point of contact, the office is open 7 days a week.

• **ACCESS ARRANGEMENTS:**

The maintenance contractors used by Cranes Lettings Limited will at times require reasonable access to the property and tenants must agree to allow this access, whether accompanied or not.

• **VIEWINGS:**

Please note in the last 2 months of your tenancy you are required to agree to allow us access for viewings by new potential tenants.

**Signed:** Tenant/s .....**Dated:**.....  
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**TENANT/S ENQUIRY FORM:**

**Name/s:**

**Current Address:**

**Email:**

**Mobile Number:**

**Work Number:**

**Home Number:**

**Employer:**

**Rent amount: £            PCM**

**Unfurnished or Furnished:**

**Pets:    YES/ NO:        Smokers;    YES/NO:**

**Term of Contract:        months**

**Start Date ?**

**No of Adults at Property:**

**No of children:**