

TENANT GUIDE

Terms and Conditions of Application – Subject to Contract Anton Page is a member of The Property Ombudsman Scheme

TENANT CHARGES

Anton Page charge a fixed Agency Fee of £250.00 per Tenancy for a single tenant or occupier.

This fixed agency fee covers the following in preparation for your tenancy:

- Comprehensive referencing through LetRef, a third party professional referencing agency.
- Administration of pre-tenancy works carried out by Anton Page in preparation for the tenancy, including:
 - Due Diligence and Right-to-Rent checks.
 - Administration costs of producing an Assured Shorthold Tenancy Agreement.

ADDITIONAL CHARGES

A further charge of £100.00 will be charged per additional tenant.

VAT – All charges levied by Anton Page LLP are inclusive of VAT. If any charges remain outstanding at the end of the tenancy, AntonPage will deduct the amount due from the deposit.

Reservation Fee

At the commencement of the Tenancy the Reservation Fee, less the Referencing Costs, will be refunded to you by means of a credit against the first month's rental payment which will be detailed in your offer confirmation letter.

Should you fail to complete the reference forms, withdraw from the proposed Tenancy prior to entering into the Tenancy Agreement, or the Landlord is forced to withdraw as a result of references which are not forthcoming or which are not reasonable considered satisfactory, you will be liable for the reasonable costs incurred by the Landlord or his Agent, which will be deducted from the reservation fee.

These costs will include the following:

- Cost of re-advertising the property to let
- Cost in lieu of rent or keeping the property empty and not offering it to other applicants.
- Cost of the preparation of the Tenancy Agreement and other pre-tenancy documents.
- Cost of any referencing sought.
- Cost of any cancellation fees charged by inventory clerks.
- Cost of any repeat cleaning prior to the start of a future new tenancy.

In the event the Landlord withdraws from the proposed tenancy for reasons other than those described above or without other good cause you will be entitled to the return of the Reservation Fee in full less the cost of referencing.

Before the tenancy can proceed, we will require Photo ID in the form of a Passport or Driving Licence and verification of your current address under the Money Laundering Regulations 2007.

If a guarantor is required to support your application, an additional referencing fee will be due and Photo ID and address verification will likewise be required.

Should the Landlord agree upon your request, to release you from the Tenancy before the end of the term you will be responsible for the repayment of the pro-rata commission payable in advance by the Landlord to Anton Page for the unexpired portion of the tenancy, unless you are exercising a break clause contained in your tenancy agreement.

References

Anton Page employ a third party referencing agency to carry out referencing checks. The process may take several days after you have completed the forms.

You agree that the application and report may be passed onto the Landlord(s) so that an informed decision can be made as to whether a Tenancy shall be granted. You will be responsible for the cost of obtaining a reference.

Employment

You must be employed continuously for the last six months and passed your probation period and be permanently employed. If this is not the case, or you are on a fixed term contract expiring before the end of the tenancy or self-employed with less than one years audited accounts, we may still be able to proceed, but we will require a UK based guarantor or for 6 months' rent to be paid in advance.

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Deposit

A minimum deposit of six weeks rent must be paid in cleared funds when you sign the Tenancy Agreement and it is help by Anton Page as a stakeholder for the duration of the Tenancy unless agreed otherwise. Where applicable Anton Page will register the deposit monies with a Tenancy Deposit Protection scheme on behalf of the Landlord, as detail below.

The Dispute Service Ltd

PO Box 1255

T: 08452667837E: deposits@tds.gb.com

www.thedisputeservice.co.uk

Anton Page is not a member of a Client Money Protection Scheme.

If the Landlord has given permission for pets to be kept then an additional Deposit of two weeks rent may be required. This sum may vary according to the requirements of the Landlord and the number and size of pets to be kept in the property.

All deductions should be agreed in writing by both Landlord and Tenant at the end of the Tenancy.

The Tenancy is between the Landlord and Tenant, and therefore, Anton Page is not liable for any deductions made from the deposit which may fall into dispute. Any interest earned on the deposit will be retained by Anton Page.

Payment of Rent

Anton Page will collect the first months' rent which must be in cleared funds when you sign the tenancy agreement and before you take occupation. Occupation will not be granted until all monies required have been paid in cleared funds and receipt confirmed by Anton Page. Thereafter, the rent is payable via direct debit (if Anton Page manage the property) or Standing Order direct to the Landlord if Let Only. The rent is to arrive on the due date as stated in the tenancy agreement. This means the funds must leave your account 3 days before the due date.

Note – we require one monthly payment. We will not accept split payments between tenants.

Management of the Property

At the start of the tenancy we will advise you who is responsible for managing the property. If we are not managing the property we are unable to authorise any repairs or maintenance or guarantee the speed at which repairs will be carried out. If Anton Page do manage the property, we may have to obtain the Landlords consent before proceeding with a repair.

Where we manage a property and hold keys, we will normally provide access to Anton Page Contractors (with your permission). However where we do not hold keys or the contractor is not willing to collect keys, it is your responsibility to provide access.

Utilities

Under the terms of any Tenancy, you are responsible for the payment of the telephone, gas, water, electricity and council tax at the property during your tenancy. It is your responsibility to notify the relevant utility suppliers and the local authority that you are moving into/out of the property. You are also responsible for ensuring there is a valid TV license for the duration of the tenancy. Utility companies may also require the occupant to provide access for any visit.

Note – Telecommunication companies will not accept instructions from anyone other than the account holder.

As required you authorise Anton Page in anticipation of any Tenancy to release any of your details to any appropriate third party to facilitate the granting of your Tenancy and your occupation of the Property and/or the cessation of any liabilities including Water Rates and other Charges at the conclusion of your Tenancy.

Insurance

It is your responsibility to insure your own belongings for the duration of the Tenancy. You are also advised to obtain insurance against any liability you may have for damage to the Landlord's fixtures and fittings and/or the Property.

Check-In and Check-Out

Anton Page will be instructed by the Landlord as to what arrangements are to be made for the inventory. Unless agreed otherwise, the Tenant is liable for the check-out costs and the Landlord will be responsible for the cost of the inventory and check-in. The tenant is also responsible for the cost/expense of any missed appointments. Costs will vary depending on the size of the property. We advise you to make yourself available for the check-in and check-out.

Moving-Out Checklist

You acknowledge that at the end of the Tenancy you must:

- Have the property professionally cleaned to the same standard as recorded in the inventory at the time of check-in.
- Replace any non-working lightbulbs
- Dry clean fabrics / curtains
- Professionally steam clean all carpets (if pets have been present then a de-infest treatment is required)
- Read all the meters and notify the utility suppliers for final bills and make payment.
- Cancel your rent standing order
- Cancel and milk or newspaper deliveries and redirect your mail.
- Make good any damage whatsoever
- Return all keys/parking fobs/ permits to Inventory clerk.

Taxation

If you pay rent directly to your Landlord's bank account and your Landlord is a resident overseas, you will be responsible for applying the provisions of the Inland Revenue Scheme for taxing UK rental income and visit their website <http://www.hmrc.gov.uk/index.htm> for further information. These provisions do not apply if you are paying rent to Anton Page or a managing agent.

The property is taken as seen and the Tenant must satisfy him/herself with condition and the facilities.

Stamp Duty and Tax

You have a legal responsibility to pay the cost of the Stamp Duty Land Tax which may be incurred during the term of your tenancy if the Rent exceeds the tax threshold. Please refer to <http://www.hmrc.gov.uk/index.htm> for full details.

Amendments

Anton Page reserves the right to change the schedule of fees and these terms of business upon providing reasonable notice in writing.