

# *Russell & Butler*

## **TENANTS INFORMATION SHEET**

Please keep this simple guide to hand as a reference when looking to apply for a Tenancy through Russell and Butler Ltd.

Once you have registered your details with us we will be able to arrange for you to view properties that are within your criteria, should you then wish to proceed with an application to rent the following process will be followed;

- **Initial Payment** – A reference fee becomes payable in order for an application to be processed, we also require a holding deposit equivalent to a minimum of 25% of one month's rent of the property for which you are making an application. A property can only be held for you once this payment has been received. *Should your application not be successful or you choose to cancel your application the payment will not be refundable, should the application be cancelled on behalf of the Landlord you will be reimbursed accordingly.*
- **Referencing** - We will require information in order to obtain the necessary references, these references include a credit search, bank references, employment reference/proof of income and current or previous Landlord's reference, students at Buckingham University will need to provide written confirmation of the course they are taking), this list is not exhaustive and depending on individual circumstances additional information may be required.
- **Address history** – We require proof of your address by way of utility bills, council tax statement or current tenancy agreement.
- **Identification** – We require photographic ID for each individual applying for a tenancy. This must be in the form of a current and valid passport or UK driving license.
- **Bank statement** – We require 3 months bank statements which are no more than 3 months old.

If you are unable to supply the documentation above please discuss the options available to you with a member of our staff.

### **What does moving in cost?**

Please contact our offices and we will be happy to give you a full breakdown on all costs associated with applying for and renting one of our properties

# *Russell & Butler*

## **Moving in to the property**

On the day you take over the property it will be necessary for you to sign your tenancy agreement and pay your installation monies in the form of CASH or a BANKERS DRAFT, (if you have not already paid in advance). If you wish to pay by personal, company or Building Society cheque or by direct transfer to our bank, (please ask for account details) we require payment 10 WORKING DAYS IN ADVANCE to allow for clearance. All cheques or Bank Drafts should be made payable to Russell and Butler Ltd. We are unable to take payment by card.

## **Dilapidations Deposit**

As of 6 April 2007 all Tenants Deposits must be protected using a government authorised protection scheme. If we are managing the property, your deposit will be protected under Tenancy Deposit Scheme (TDS). For further details please log on to [www.tds.gb.com](http://www.tds.gb.com). At the start of the tenancy you will be provided with two copies of an inventory (schedule of condition), this must be signed and returned to us within 4 days of move in.

## **Maintenance**

Should any problems arise with the structure of the property the Landlord will be responsible for any repair costs. In the event of any maintenance problems you are required to contact our office if we are managing the property and the Landlord if it is a basic managed property. We will arrange for the necessary repairs to be undertaken when authorised to do so by the Landlord. You are NOT permitted to instruct your own contractors or undertake the repairs yourself.

However, if anything goes wrong due to misuse or neglect it will be your responsibility to pay for any repairs or replacements. Likewise should we organise for a contractor to visit the property to carry out any maintenance works (by prior arrangement with yourself) and you fail to be at the property, or deny him access, any abortive call out fee will be passed over to yourself.

## **Property Checks**

Once you have moved into a property that we are managing, we will undertake inspections every three months. You will receive a notification card prior to the visit. These inspections are to confirm that the property is being kept in a clean and tidy condition.

## **Tenancy Renewals**

Should a renewal of your tenancy be agreed an administration fee will be payable to Russell and Butler Ltd.

# *Russell & Butler*

## **Vacating at the end of the Tenancy**

During the last 6 - 8 weeks and remaining part of your tenancy you are to allow viewings to take place for future tenants. All viewings will be accompanied by Russell and Butler staff and you do not have to be present.

On the termination of your tenancy, the inventory and schedule of condition will be checked once again. This is important as it gives an accurate assessment of any dilapidations that have occurred during your tenancy (fair wear and tear excepted).

Please note that all carpets have to be professionally cleaned by a professional cleaning company at the end of the tenancy. In addition, if pets have been at the property then the carpets/flooring will have to be sanitised, de-odourised and flea treated by the cleaning company. We will need to see the original invoice to confirm this has been done. Curtains need to be washed or dry cleaned as per the instructions on them. Windows need to be clean. Ovens need to be cleaned.

## **Conclusion**

We trust the above information will be of use to you whilst you are looking for a new home. Should there be any points you would like to discuss further, please do not hesitate to ask us.

We agree to the terms in the "Tenants Information Sheet"

.....

For and on behalf of the Tenants

Date.....