

Tenant's Guide

Referencing Criteria

All tenants will need to complete an application form so we can take up references.

We'll need details of:

- Three year's address history
- Landlord or agent details if currently renting
- Confirmation of earnings per annum. Earnings will need to be equal to the monthly rental fee multiplied by 30
- If self employed, an accountants reference or last three years' tax return
- No adverse credit history ie county court judgement, bankruptcy order or similar or rent arrears

We'll also need to see proof of residency and your passport or other relevant documentation required to meet the Right to Rent checks.

A set up fee needs to be paid to start the credit check and reference process. This fee includes your contribution to the costs relating to the start of the tenancy. **If you decide not to proceed or if your references are unsatisfactory the set up fee is not refundable. All fees are shown on the Fees to Tenant sheet attached and on our website.**

Tenancy Agreement

On receipt of satisfactory references and landlord's approval, a move in date will be agreed and the Tenancy Agreement will be drawn up. This is a legally binding document setting out the terms of the tenancy ensuring the rights and obligations of the tenant and landlord are adhered to. All parties must read this agreement carefully, then it must be returned to Honey Lettings, signed and witnessed. It is important to bear in mind that the date the contract starts will become your rent payment date. It will not be possible to change this at a later stage.

Deposit

A deposit will need to be paid when you sign the Tenancy Agreement. Usually, this will be one and a half times the monthly rental value of the property, and is held by The Deposit Protection Service under their custodial scheme. The deposit can be used at the end of the tenancy to pay for any damage, cleaning or other breaches of the tenancy agreement. The deposit will be returned to the tenant after the end of the tenancy less any negotiated deductions.

Rental Payments

The first month's rent will need to be paid 48 hours in advance, and these funds will need to be cleared before the tenancy starts. If Honey Lettings manage the property, or if we are collecting the rent on behalf of the landlord, all rental payments after the initial payment must be paid by standing order to Honey Lettings. We can only accept one standing order – split payments from multiple tenants are not acceptable.

Check-In & Inventory

The tenant, **unless renewing a tenancy**, will be responsible for the cost of the accompanied check-in and inventory report. The cost is dependant on the number of bedrooms at the property and can be found on the **Fees to Tenant** sheet. This fee must be paid 48 hours in advance of moving in.

Utilities

Tenants are responsible for the payment of all utility charges such as gas, electricity, water, telephone (if connected), TV licence and council tax.

Move in day

Your keys will be available to collect either at our office or at your check in appointment from either the landlord or inventory clerk- dependent on the service level your landlord has selected.

Renewal of the Tenancy

If you wish to renew your tenancy for a further fixed term, there will be a charge of £75 towards the new tenancy agreement.

End of Tenancy Check Out

At the end of the tenancy an inventory check out will need to be done. If the Landlord paid for the Check-in inventory a fee of £150 will be payable by the tenants 48 hours before the end of the tenancy. If the tenant paid the check in fee then the Landlord will organise and pay for the checkout.