

TERMS & CONDITIONS FOR THE RENTAL OF SELF CONTAINED ACCOMMODATION

Properties are usually let on an Assured Shorthold Tenancy for a fixed term of six months. This automatically reverts to a monthly periodic tenancy after the term, without formal renewal until either party gives Notice. The Tenant needs to give one-month notice in writing at any time after the initial six months term. If the tenant wishes to leave before the initial six months has expired you are liable to pay rent for the remaining period. One months notice is also required (in month 5) if you intend to leave at the end of the six months term to allow time for the Landlord to re-let the accommodation

2. Not to keep any animals, pets or children on the property without the previous written consent of the Landlord.
3. A non-returnable Administration fee paid secures a property for a maximum period of two weeks. This can be paid via PayPal on website. No other prospective tenants will be shown the accommodation and if, for whatever reason, you decide not take the accommodation; or you mis-declare information and are refused tenancy, the non-returnable Admin fee will be forfeited. If the AST (Assured Shorthold Tenancy) agreement is to be in more than one tenants name please note **ALL** tenants **MUST** be at office for signing necessary forms on move in day. If they are **not** unfortunately you cannot move in!
4. A returnable bond, which equates usually to one months rent **plus** £200.00 on unfurnished property or 1.5 of rent on furnished, is payable upon signing the Agreement, which will be held as a deposit against any damages, missing items or rent arrears. Should damages occur or cleaning required we charge an admin fee from £25.00 - £75.00 on top replacements/cleaning costs to cover our expenses. However provided references are acceptable we would be willing to accept one month rent as a bond plus four post dated cheques covering the next four months for £50.00 each. This will increase the bond to the full amount.
5. On moving in we need to be in cleared funds either by personal cheque presented 7 days before move in or by cash, or Bankers/Building Society cheque. The rent is to be paid one month in advance by Standing Order dated four days prior the due date to allow the Banks to have funds transferred in to our account. A different payment date is sometimes possible with the agreement of the Owner.
6. Upon taking up occupation, an Inventory of all contents, will be agreed, and signed by the tenant. Any damages or missing items within the accommodation will be the sole responsibility of the tenant, under no circumstances must "Bluetak" or similar glue be used to affix posters etc to the walls a nominal amount of small pins are allowed provided visible damage is not evident when you move out. Within any common areas, all tenants will be jointly responsible and a percentage charge will be levied accordingly. Any redecoration must be approved in writing by the landlord/Agent and work undertaken to be in a professional manner in pastel shades, unless specific colours/wallpaper approved. On departure tenants will be required to return rooms to original colours/paper if this procedure is not adhered to.
7. All tenants are required to take out "new for old" contents insurance to cover their liabilities in respect of point 6 above. Copy premium receipt and or a Policy Certificate to be produced to the Landlords Agent on the day you move in. If no such insurance is in place, we will arrange cover through LAS/HomeLet Norwich Union/Groupama when you attend our office. This can be paid by credit card or spread over 12 months with a direct debit, ask for details.
8. A Service charge is sometimes levied, with flats, to cover for the general upkeep of the common area's equipment such as but not restricted to lifts, door entryphone systems, common area lighting/heating, decoration and gardening could be included, if unsure please ask.
9. All common areas are to be kept in a clean and tidy condition at all times. All rubbish to be bagged in Council black bin liners and disposed of when they are full to the bin area, NO rubbish will be taken unless it's in proper black bin liners.
10. No parties, loud music, banging doors, etc. or any other form of excessive noise and or behaviour, which may be deemed a nuisance or annoyance to fellow occupants or neighbours is permitted.
11. Guests are not permitted to stay overnight or occupy or use the accommodation whilst the tenant is absent without the Landlord's prior permission, which would not usually be with held.
12. It is the duty of the tenant to inform the Landlord immediately any damage or malfunction is discovered. All repairs to damaged property are carried out as promptly as possible.

IT IS IMPORTANT YOU DO NOT ATTEMPT ANY REPAIRS YOURSELF, YOU WILL BE HELD RESPONSIBLE IF YOU CAUSE MORE DAMAGE.

13. We are available 24 hours for emergencies the telephone number to call are (08450) 565231 or Mobile(s) (07984) 613776 or (07968) 174971. However non-emergency call outs after hours, like mislaying keys, you will be charged a call out fee of £25.00.
14. Any re-presented cheque or standing order not paid will incur a standard Bank charge plus admin fee of £25.00 per incidence.
15. Any arrears of rental payment will incur interest charges of 2% per month or part month.
16. All properties are usually let on an exclusive basis, which means the tenant is responsible for all utility bills.

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