



Classic Lettings

Professional Property Management

'Alcina', Watery Lane, Westwell, Ashford, Kent TN25 4JJ

Tel: 01233 623534 Fax: 01233 623532 www.classic-lettings.co.uk

TENANTS TERMS AND CONDITIONS

Initially

All viewings must be arranged and/or accompanied by a representative of Classic Lettings.

The Property is offered as seen unless agreed specifically in writing prior to the commencement of the tenancy.

All properties will continue to be shown by Classic Lettings until such time as an administration fee is received. Properties are offered on a first come first served basis but tenancies are subject to satisfactory references and contract.

Prior to tenancy

In order to proceed with a potential tenancy, an administration fee will be payable, details of which are shown below. Any child under the age of 18 will be treated as an occupant and not a tenant and will not be required to pay an administration fee.

It is important to note that your administration fee will not be refunded where you decide not to continue with your application or references prove to be unsatisfactory. Should the Landlord withdraw the property, we will refund the administration fees in full.

We will provide you with a tenancy application form to be filled in and signed prior to the payment of your administration fee and a copy will be provided. You will also be required to fill in a referencing form for each prospective tenant. Please note that failure to fill in the form correctly or provide inadequate information will cause unnecessary delays in the referencing procedure.

Upon receipt of satisfactory references a date for occupation can be set. On this date we will meet you at the property in order for the Tenancy Agreement to be signed, the Deposit to be paid plus the rent for the first calendar month. Please note that all monies must be received in cleared funds.

In addition a fully comprehensive inventory will be supplied and agreed with you. This will be checked at the beginning and end of the tenancy.

The deposit will be returned at the end of the tenancy subject to the property being vacated in a clean and tidy condition and there being no dilapidations, loss or repairs required in accordance with the Deposit Agreement. It is a legal requirement that all deposits are protected by a government-authorised tenancy deposit scheme. Classic Lettings are members of Tenancy Deposit Solutions Ltd and a premium of £30.00 plus VAT is payable for each deposit protected.

During the tenancy

Inspections of the property will be carried out at regular intervals to ensure compliance with the terms of the tenancy agreement. This will be an opportunity for you to raise any problems you may have.

If Classic Lettings are fully managing the property we will hold a set of keys so that inspections can be carried out in your absence if necessary. You will always be notified in advance of our visit so that arrangements can be made.

Rent is collected calendar monthly in advance by bank standing order payable on the same day each month.

Utilities

The tenant is responsible for payment of all domestic utility bills and council tax. As a service to the Landlord, Classic Lettings will notify the relevant companies of the change of occupancy and advise them of any meter readings as necessary. The tenant must not change the suppliers of gas and electricity without written authorisation from the Landlord or Classic Lettings.

You are obliged to maintain the connection of any telephone installed in the property and must not alter the number or take it with you when you leave the property. British Telecom will not take instructions from any third party; it is therefore your responsibility to advise them when you take up residence and when you leave.

It is the responsibility of the tenant to provide a current Television Licence at the property.

Insurance

Your Landlord will have buildings insurance on the property together with a basic contents insurance but it is your responsibility to take out adequate contents insurance to cover your personal furniture and effects.

Tenants' Obligations:

Day to day maintenance of the property is your responsibility. For example minor works such as blocked sinks, bleeding radiators etc together with maintaining the garden to the standard found at the start of your tenancy. Any gas or electrical problems should be reported to us immediately. Any work instituted by you without authority or consent from your agent/Landlord will result in you being liable for any cost incurred.

Should the property be left unattended at any time, it is your responsibility to ensure that it is properly secured.

During the winter, it is your responsibility to ensure that sufficient steps are taken to prevent the freezing-up of the water and heating system.

FEES

Administration Fee	-	First Applicant	£125.00 to include credit checking and full referencing
		Second Applicant	£50.00

(can be deposited into Classic Lettings Account, HSBC, 40-08-32 Account Number 31689975)

Tenancy Agreement **£50.00**

Renewals **£40.00**

Deposit Equivalent to one calendar month's rent plus **£250.00**

An administration fee does not reserve the right for a tenancy at any of the properties offered by Classic Lettings. All offers are treated as subject to contract and Landlords approval. The Landlord has the right to withdraw the property at any point without prejudice until contracts have been signed.

I/We hereby agree to Classic Lettings taking up any references and enquiries as necessary including a credit check with the appropriate licensed credit reference agency. I/We understand that any checks may be recorded by the credit agency.

I/We hereby agree to Classic Lettings using any information obtained to process my application to rent a property through this agency and to forward any details to the Landlord and Utility Companies as deemed necessary. I/We confirm that we have read and understood and agree to the terms and conditions contained herein and declare the information provided on the Application Form to be true and accurate.

Signed..... Dated

Signed..... Dated