

TENANT INFORMATION PACK

TENANTS

This pack is here simply as a guide to help you from 'beginning to end' on how to go about finding a suitable rental property, and the procedures and responsibilities involved once you have decided to go ahead and rent a property. Blackfields has expert property & lettings knowledge and a team of experienced personnel dedicated to taking care of you throughout the entire process.

FINDING A PROPERTY

When you first get in touch with us we will complete a list of all your housing needs, whether it is location, length of tenancy required, number of bedrooms etc. This helps us find a selection of the most suitable properties from our database of available properties to rent. All viewings are pre-arranged appointments made via our office, in most cases when we accompany viewings this shall be done during normal office hours.

ONCE YOU HAVE FOUND A PROPERTY /APPLICATION FOR TENANCY

When you have viewed a property that you wish to rent, we will ask you to complete a confidential application form to provide personal and financial details and we will ask for an administration and credit referencing fee. This fee is the charge by Blackfields for administering references etc and only when we have received cleared funds will the process of taking references begin.

Information and supporting documentation required for processing is:

- A Photo Driving Licence or Passport
AND
- Address History for the last 3 years
- A Utility Bill, no more than 3 months old **or**
- Council Tax Bill **or**
- Mobile Phone Bill **or**
- Credit card Statement
- Employers details including contact names and telephone numbers

Should the landlord decide not to proceed with your application then the full amount will be returned to you. However, if you decide that you no longer wish to proceed with the proposed tenancy or your references prove you unsuitable the fee is non returnable.

ADMINISTRATION CHARGES

At the time of application a NON REFUNDABLE administration fee per adult is payable in cash or cleared funds. If you wish to extend the term of the tenancy, then a renewal fee is applicable at that point.

REFERENCES / HOW LONG DOES IT ALL TAKE?

We take out references on each individual over the age of 18 years moving into a property using a referencing agency. Should any reply be unsatisfactory or information given by you found to be inaccurate, we will be unable to proceed with the tenancy. In certain circumstances we may also ask for a guarantor, someone who will agree to pay the rent if for any reason the tenant defaults. This is an extra form of security for the landlord and will only be taken up in unusual circumstances. The process of taking references, drawing up the tenancy documents etc, takes approximately seven to ten working days from the working day we receive your completed application form and administration fee.

DEPOSIT/BOND

The deposit is in most cases equal to one and a half months rent, however this is at the discretion of the landlord and may vary from property to property. Blackfields are members of The Deposit Protection Scheme (DPS) your deposit will be held in a special clients account. Information about the TDS can be found at www.depositprotection.com.

RENT

All rents are payable in advance by standing order and due on the same day of the month as per the commencement of the tenancy agreement. The deposit/bond and the first month's rent are payable by electronic bank transfer prior to the day of occupancy. Personal cheques are only accepted if paid 7 working days in advance of occupation.

RETURN OF DEPOSIT

Tenants have the responsibility to leave the property in the same condition as when they first took occupancy and as stated in the inventory and check in report. Fair wear and tear is taken into consideration. Any deductions due to damage or deterioration will be corrected and the cost for repair/replacement will be deducted from the deposit/bond. The deposit is refundable subject to:

- Rent is paid up to date.
- All bills relating to the property/tenancy have been paid/cleared.
- The property has been well maintained/cleaned and is in a condition as per start of occupancy.
- All items listed in the inventory are present and in satisfactory condition.

INVENTORY

We use independent Inventory clerks thus providing an impartial and concise report. The Landlord pays for the preparation of the inventory. The tenant will receive a copy of the report, this must be kept in a safe place as a record.

TENANCY AGREEMENT

The Tenancy Agreement is a legally binding document between the owner of the property (The Landlord) and you (The Tenant). The Agreement you sign is usually an Assured Shorthold Tenancy (AST). This means that you can live in the property for the period of the Agreement (Subject to conditions being met). The minimum Assured Shorthold Tenancy that we offer is six months. Tenancies may be able to be extended, subject to agreement of the landlord at the appropriate time. Unfortunately, we cannot guarantee at the start of a tenancy that it will be extended.

If the Landlord wishes to end the tenancy upon expiry of the Agreement the Tenant will be given 2 months written notice to vacate the premises. (If the agreement expires on June 4th, notice will be given on April 4th) The Tenant can only leave the property at the end of the period stated within the Agreement. If the tenant wishes to leave the property when the agreement is due to expire you must notify us in writing giving a minimum of one month's notice prior to ending the agreement. If there is anything that you do not understand then please consult a legal advisor or solicitor.

(If you vacate the property early you will be responsible for the rental payments, utility and council tax bills for the remaining period of the agreement).

UTILITY SERVICES/COUNCIL TAX

It is the responsibility of the Tenant to contact the utilities, gas, electricity, water board and local council to inform them of your occupation of the property and where appropriate or practical, take meter readings. N.B although a telephone socket may be present in the property, it may not be in working order. The landlord is not responsible for any charges made to connect or reconnect the line. If a telephone line is connected the Landlord/Managing agent must be provided the telephone number.

INSURANCE

The Landlord is responsible for insuring the property and any contents that are left within the property. As the Tenant you must insure your own personal belongings. The landlord and Blackfields cannot and will not be held responsible or liable for any loss suffered by the Tenant whatever the circumstance.

We can help in providing an affordable and competitive quote for Tenants Contents Insurance. Just Ask

INSPECTIONS

The Landlord or Blackfields as the appointed agent may wish to inspect the property at any point. A minimum of 24 hours notice prior to the intended visit will be given to the Tenant. Fully Managed properties will be inspected regularly as a matter of course.

The Tenant must inform the Landlord or Managing agent if they will be away from the property for 28 days or more.

PROBLEMS/REPAIRS

The Tenant must inform/report immediately any problems that occur at the rented property to the Landlord or Blackfields as the managing agent. Failure to do so may mean that you will be held liable for any deterioration or damage caused by not acting. The Landlord or Agent will have preferred contractors, Do not instruct your own contractor to carry out any work- if you do it will be at your own expense.

GARDENS/LANDSCAPE

As per the requirements set out in the Tenancy Agreement. The Tenant must keep the grass cut, borders and paths weed free and shrubs pruned/trimmed.

VACATING THE PROPERTY

The Tenant must vacate the property on the agreed date (usually by midday on the last day of the agreement). The Landlord or Agent will make an appointment to meet you at the property to carry out a check out inspection, at this point meter readings for electricity, gas etc will be taken and all keys to the property handed back over.

The Tenant must supply a forwarding address for the return of deposit/bond and the details will be passed on to the utility companies and Local Authority.

FOR MORE INFORMATION

Speak to your Blackfields representative

Blackfields (Yorkshire) Ltd

1A Chequers

Woodsome Park

Fenay Bridge

Huddersfield

HD8 0JW

Telephone: 01484 608708

Fax: 01484 773200

Email: mail@blackfields.co.uk

www.blackfields.co.uk

