

## CLAYSON PROPERTY MANAGEMENT

### TERMS AND CONDITIONS

ALL PROPERTIES ARE LET AS SEEN UNLESS OTHERWISE AGREED IN WRITING

#### References

Satisfactory references and full credit checks are required prior to commencement of tenancy. A move in date cannot be agreed until such time as satisfactory references are received.

#### Application forms

All questions to be answered to allow the referencing agency to carry out their checks. PLEASE COMPLETE FORM IN BLACK INK AND WRITE IN BLOCK CAPITALS.

#### Proof of Identity

You will be required to provide proof of identity prior to completing application form to prove you have the legal right to reside in the United Kingdom, i.e., passport or alternatively a driving licence together with birth certificate. In addition if you are a EU, EEA or Swiss National you will need to supply confirmation from the Home Office that you have settlement status. We will require to see the original documents prior to any application being made.

In addition we will require:-

Address – utility bill or bank statement no more than 3 months old (copies acceptable)

Income – provide the last 3 months pay slips (copies acceptable) and form P.60 (copy acceptable)

#### Fees

No fees are charged in order to process tenant applications however a holding deposit maybe required in order to prevent further viewings on the property. This will be capped at one weeks' rent. This holding deposit will be fully refundable or deductible from the move in balance.

Company Lets will be charged at £300.00 payable at time of application.

In the event that you withdraw your application or unsatisfactory references are received then no refund will be allowed.

#### Additional Fees during the Tenancy which may be charged

Late payment fee of 3% above the Bank of England's base becomes due for each day that the payment has been outstanding if rent not paid by the 13<sup>th</sup> day of the due date.

Any changes to the tenancy agreement can be charged up to a maximum of £50.00, this includes but is not limited to making changes to the tenancy agreement, i.e., a change of occupier in a joint tenancy or any other amendment which alters the obligations of the agreement.

Lost keys/fobs that require replacement will be subject to the cost of a like for like replacement. Immediate payment will be required for a replacement to be issued.

#### Rent

Rents are payable in ADVANCE. The initial move in rental to be paid by way of cleared funds to be transferred into our bank account the day before the tenancy starts. All future rents to be paid monthly by standing order from one bank account only.

#### Deposit

This will be calculated at the weekly rent times five, i.e., if the rent is £650.00 per calendar month then you will be required to pay a deposit of £750.00. (This is calculated as follows: Rent x 12 ÷ 52 x 5). Payment is required by way of cleared funds to be transferred direct to our bank account the day before the tenancy starts. The deposit will held for the duration of the tenancy and will be returned, subject to any dilapidations following checkout inspection of the property. The deposit to be paid in addition to the first months rent. Deposits are registered with My Deposits (details on [www.mydeposits.co.uk](http://www.mydeposits.co.uk)).

#### Tenancy

This will be for a term of six months.

#### Pets

Pets are not permitted.

#### Smoking/vaping

Not permitted

The property will remain on the market and available for let until completed forms and satisfactory references have been received and also a tenancy start date has been agreed.

We are unable to accept payment by debit cards or credit cards.

Clayson Property Management is a member of the Property Redress Scheme and Client Money Protect