



matchproperty



Tenant Information & Fees

01271 410108

www.matchproperty.co.uk

TENANT INFORMATION

Please note this is an important document which must be read by every ingoing tenant. It is the responsibility of the tenant to ensure they understand the contents of this form and to raise any queries they may have prior to entering into a Tenancy Agreement.

1. TENANCY SET UP & APPLICATION

We will use the services of a Credit Referencing Agency to apply for references and you will be asked to complete a Credit Referencing Agency application form and pay the appropriate fee (see Appendix 1 - Tenant Fees), payable in advance to Match Property (see Appendix 2 - Payment Methods)..

Under the Data Protection Act, we hereby inform you that the results of any referencing WILL be made available to the Landlord in order for him to make a decision as to whether to let to you. We are unable to show, give or copy the referencing report to you but will provide you with the details of the Credit Referencing Agency used, for you to contact them directly should you have reason to do so i.e. if you are declined.

Your set up & application fee is non refundable once the application is formally submitted. We will check your application before fees are paid to ensure there are no reasons for you to be declined due to affordability issues for example based on the information you have provided

2. RENT

The first rental payment is made payable to 'Match Property' and must be in the form of cleared funds (see Appendix 2 - Payment Methods) before a tenancy can commence. Thereafter rent is payable monthly in advance by standing order. Any rent overdue by 7 days or more will be subject to interest at 8% above the Bank of England base rate and is chargeable from the due date at our/the landlords discretion.

3. SECURITY DEPOSIT

An amount equivalent to 1 ½ month's rent is required as a deposit against any sum owing by the Tenant to the Landlord for damage and dilapidations or rent unpaid. This too is payable to 'Match Property' in the form of cleared funds (see Appendix 2 - Payment Methods) before a tenancy can commence. At no time can it be used in payment for rent during the tenancy.

Match Property will use the Deposit Protection Scheme (DPS) to register your deposit. This means that at the end of the Tenancy, you will enter into negotiations with your Landlord and the deposit will be released, on written confirmation from both parties. However, if there are disputes over how the deposit should be allocated at the end of the Tenancy which cannot be settled, the dispute will be referred to the DPS.

For further information, please refer to your Tenancy Agreement.

4. TENANCY AGREEMENT

The cost of the preparation of the Tenancy Agreement is shared between the Landlord and the Tenant. For the Tenant's contribution to the Tenancy Agreement for up to two named persons please refer to Appendix 1 - Tenant Fees. Match Property are drawing up the Tenancy Agreement on behalf of the Landlord. The Tenancy Agreement must be signed prior to occupation. If the commencement date of the tenancy necessitates the Tenancy Agreement to be issued by courier, the cost of the courier will be charged to you. In the case of a Company Let, the Tenancy Agreement must be signed by an authorized signatory of the Company. We will require confirmation of the signatory's position within the Company and of their authority to sign the Tenancy Agreement. Further charges will apply in the event that your tenancy is renewed for a further term and/or there is any amendment to the terms of the Tenancy.

Our recommended Tenancy Agreement, and the most widely used, is the Assured Shorthold Tenancy, which is for a fixed period, usually 6 or 12 months. The period is 'fixed' and the Landlord has to provide 2 months notice to end the Agreement at the end of the 6th or 12th month – the Tenant only has to provide 1 month's notice i.e. at the end of month 5 or month 11. *If either party fails to serve notice at the end of the Tenancy*

Period, the Agreement continues and becomes Periodic i.e. month to month. However, in a Periodic Tenancy, the Landlord will still be required to serve 2 months notice, and the Tenant only 1.

5. JOINT & SEVERALLY LIABLE

Where more than one person is the Tenant, they are all jointly and severally liable for payment of the rent.

6. STAMPING

Please note that you will be liable to pay the Stamp Duty Land Tax for tenancies with a rental value of £125,000 or more including any renewal or extension of the initial term. The Stamp Duty Land Tax may not be applicable in the first year of the tenancy but may be well in subsequent years if the combined total value exceeds £125,000. We would advise you to contact your Tax Advisor or the Inland Revenue in respect of this matter. For your information the Inland Revenue's website address is www.inlandrevenue.gov.uk. Please note that it is an offence if Stamp Duty Land Tax is not paid to the Inland Revenue.

7. INVENTORY & CHECK-IN

You will normally be checked in against an Inventory prepared by us or an independent inventory clerk. The cost of this will be borne by the Landlord. Access to and possession of the property will not be granted until the completion of the inventory check.

8. INVENTORY CHECK-OUT

At the end of the tenancy the inventory will be checked out against the same Inventory and, where possible, by the same inventory clerk/person. The cost of this check out is included in the fees you pay at the start of the tenancy and so no payment will be requested at the end of the tenancy.

9. COUNCIL TAX

Rents are quoted exclusive of the Council Tax which is not part of any negotiation. The Council Tax is the responsibility of the Tenant/Occupier and must be paid direct to the local authority. It is the tenants responsibility to inform the Council when the tenancy starts and ends.

10. SERVICES

You will be responsible for the water, gas, electricity and telephone/broadband in the property. This also applies to any deposits required by these companies. Please note that new tenants risk disconnection unless deposits are received by the respective companies prior to occupation. *Please ensure that you contact the appropriate companies at the commencement of the tenancy to have the services transferred into your name. The companies will NOT accept our instructions on your behalf.*

11. TV LICENCE

If you use or install a television or watch TV via PC/mobile devices, you are required by law to have a valid TV Licence. For more information please call 0844 800 6790 or look at the following website www.tvlicensing.co.uk/index.jsp.

12. INSURANCE

During the course of the tenancy the Landlord's contents are insured against forcible entry theft and water/fire damage caused through a system fault or failure. However, YOU will be liable for any damage caused to the Landlord's property, furnishings, fixtures and fittings. As such you will be required to take out insurance that covers the landlords fixtures and fittings against accidental damage. Furthermore, your own personal belongings will NOT be insured. We therefore strongly recommend that you arrange for your own Contents Insurance. Match Property can provide you with a quotation when applying for references.

13. DAMAGE TO APPLIANCES

Please note that if a service engineer reports that damage was caused by improper use rather than wear and tear, the cost of repair/replacement will be the responsibility of the Tenant. The landlord is not required to

repair or replace standard household appliances.

14. GUESTS STAYING

Whilst it is expected that Tenants may wish to have occasional guests to stay, please be aware that this could constitute a breach of your Tenancy Agreement. Long term or multiple guests may result in action being taken to terminate the Lease. Please check the clauses in your tenancy agreement relating to guests.

15. CONDITIONS OF LETTINGS

Please remember that if the let has been agreed on the basis of pets being prohibited, that you are under obligation to comply.

Failure to do so will constitute a breach of your Tenancy Agreement. If the Landlord has agreed to pets inside the property, the Tenancy Agreement will reflect this and usually place certain obligations on the Tenant in regard to returning the property in the same condition at the end of the Tenancy i.e. professional cleaning and specialist treatment to remove pet hairs and animal related pests. Please refer to the Tenancy Agreement.

All properties let by Match Property are non smoking properties where smoking is prohibited inside the property.

APPENDICES

APPENDIX 1 - TENANT FEES

Before you move in:

1.1 Tenant set up & application fee **£180 (inc VAT) per Tenant**

Includes referencing each tenant (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers/landlords and any other relevant information to assess affordability/suitability. Includes check in and out of property.

1.2 Guarantor Fee **£95 per (inc VAT) per Guarantor (if required)**

Covering credit referencing, obtaining references from current or previous employers and any other information to assess affordability/suitability.

1.3 Pet Deposit **Returnable security deposit £150 (inc VAT) per Pet**

Additional security deposit to cover the added risk of property damage. This will be protected with your security deposit in a government authorised scheme and may be returned at the end of the tenancy.

1.4 Security Deposit **1.5 x the monthly rental amount**

This will be protected in a government authorised scheme and may be returned at the end of the tenancy

During your tenancy:

1.5 Amendment/Renewal Fee **£50 (inc VAT) per amendment/renewal**

Amending terms and updating your tenancy agreement during the tenancy

Ending your tenancy:

1.6 Check Out/Future Landlord reference **Included in set up & application fee**

Other Fees and charges

1.7 Unpaid Rent/Returned payments **£25 each occurrence**

Payable after initial reminder notice has been sent if further notices are required or if standing orders are not cancelled and overpayments are made.

APPENDIX 2 – PAYMENT METHODS

The following are acceptable methods of payment of fees (not including rent and security deposits): -

Cash, Credit Card, Debit Card, Bankers Draft, Building Society Cheque, BACS Transfer/ online payment
Personal Cheque – at least 7 working days must be allowed for the cheque to clear prior to occupation

If paying by Credit or Debit Card, please contact us and we will take payment by secure email link with our payment provider Paypal.

Rent and security deposits cannot be paid by card. Tenants should ensure the required monies are provided to Match Property by deposit or transfer in a timely manner and will receive a receipt for proof of payment. For your information, our Bank Account Details for direct payments are: -

NATWEST

Sort Code: 60-02-03

Account No: 58865470

Account Name: Match Property