

CORBYN  
& CO



Tenants  
Guide



[www.corbynandco.co.uk](http://www.corbynandco.co.uk)

## Referencing

On application, all prospective tenants will be required to pay a **non-refundable holding fee of one weeks rent** (unless the Landlord or the Agent retracts from original agreement). This holding fee will be used towards your first months' rent. In addition to the holding fee we require all applicants and guarantors (if applicable) to provide photo ID and proof of address within the last 3 months e.g. a utility bill.

On receipt of fees we will send you reference forms to be completed online or returned to our Redhill office.

## Fees

1. Late payment of rent charge of 3% of each month's rent after 14 days;
2. Tenants request to change the tenancy at £50 per agreed variation
3. Change of tenant at £50 per replacement tenant

## References

We will apply for references for each tenant using Rent4Sure, a professional referencing company. A Personal, Financial, Current/Previous Landlord's (where applicable) and Employer's references will be sought. As part of the application process the referencing company will also check public records for any adverse history that may be recorded. It is vital that you disclose to us at application stage if you are aware or think you may have any detrimental history against your records e.g. a CCJ, bankruptcy order, IVA etc. as this may jeopardise your ability to rent a property.

## Deposit

A deposit equivalent to approximately **5 weeks' rent (where the rent is under £50,000 per annum)** will be required to settle any claim for dilapidations, or any other breach of the tenancy agreement, which may arise, during the tenancy or at the termination of the tenancy.

If placed by Corbyn and co properties limited the deposit will be submitted to the government accredited Deposit Protection Service (DPS).

Under the Let Only service, there are occasions whereby landlords will request that they submit the deposit to one of the four available deposit schemes. It is then the landlord's responsibility to provide confirmation of the deposits submission with the relevant scheme.

The deposit held cannot be used by the Tenant to off-set payment of rent during the tenancy, including the last month's rental payment for the tenancy. The deposit is refunded following tenancy expiry once the check-out process has taken place, any deductions have been agreed by both Tenant and Landlord and the Landlord has provided us with written consent to release. If there are any disputes raised over any claims made against the deposit that cannot be settled amicably between the two parties then the dispute will need to be referred to an independent adjudicator. NB: The Adjudication process is an independent service that is free of charge to the tenant. Corbyn and Co properties limited are members of the DPS. For further information, please visit: [www.depositprotection.com](http://www.depositprotection.com)

## Advance Payment

Please note that an advanced payment of the first month's rent and the security deposit must be paid to Corbyn and Co Properties Limited before the keys can be released.

## Rent

You will also be asked to complete a direct debit/standing order mandate for the monthly rental payments. This will be payable each month in advance and will be collected on a set date as stated in the tenancy agreement. For joint or multiple tenancies, only one mandate can be accepted.

## Tenancy Agreement

When we have received acceptable references and after consultation with the Landlord, a Tenancy Agreement will be prepared for the new tenancy. All named tenants and guarantors where applicable will be required to sign the Agreement. The guarantors will also need to sign a Deed of Guarantee.

## Non Managed Lets

Where Corbyn and Co Properties Limited is not responsible for the management of the tenancy, you will be given the Landlord's contact details in case you need to report any maintenance problems.

**Pets**

Many landlords are unable to accept pets. As such please ensure you confirm with us the Letting Agent of any pets you may have, or are intending to have, before applying for tenancy, so that it can be confirmed with the landlord prior. The Landlord can request a higher rent to cover the maintenance and up keep of having a pet in their property. This will be confirmed prior to referencing.

**Services**

It is a condition of the Tenancy that the services (i.e. electricity, gas and water) are transferred into the Tenant's name for the duration of the Tenancy. If you require the use of a telephone line, broadband, cable TV, you will need to make your own arrangements. Permission will be required prior to this work being undertaken. Any damage caused by holes drilled or cable fixed, must be made good.

**TV Licence**

If you use or install a television you are required by law to have a valid TV Licence. For more information please call 0844 800 6790 or see [www.tvlicensing.co.uk/index.jsp](http://www.tvlicensing.co.uk/index.jsp)

**Council Tax**

Tenants will be responsible for the payment of the Council Tax for the property they are renting. This is paid directly to the Local Authority Reigate & Banstead  
<http://www.reigate-banstead.gov.uk/info/20040/housing>

**Gas**

The majority of the UK's gas is delivered by National Grid, Northern Gas Networks, SGN or Wales & West Utilities. To find out who supplies your gas call the Meter Point Administration Service on 0870 608 1524.

**Electricity**

The UK electricity network is split into regions and each region has a local distribution company. They keep a record of who supplies electricity to every home in their area. If you need to find out who your supplier is then you can contact the local distribution company  
UK Power Networks 0845 601 4516

**Inventories**

A professional inventory detailing the condition of the property and any contents will normally be prepared in readiness for a check in to begin the tenancy. A copy of the inventory will be sent to the Tenant and any defects or discrepancies found can be recorded against the check-in report. If the Tenant fails to make any amendments the report will be finalised 7 days after it is sent.

**Keys**

Keys given to the tenant at the commencement of the tenancy will be documented. Should the tenant lose their keys or security fobs the Tenant will be responsible for the cost of a locksmith/replacement.

**Aborted Appointments**

If a tenant schedules, in advance to be present/in attendance at a premises which results in a contractor of Corbyn & Co not being able to gain access the property the tenant may be liable for an abortive appointment cost.

**Check Out**

A check-out will be carried out at the end of the tenancy and a report will be compiled following the appointment. This report will include a schedule of dilapidations that may be applicable.

**Contents Insurance**

We advise that all tenants should take out specialist Tenant's Contents Insurance to cover their own personal belongings including furniture and fittings as a landlord's insurance will not cover the tenant's belongings, only the landlord's. A Contents Insurance quotation will be offered to you via our referencing company

**Sharing Rented Accommodation**

Some properties will lend itself to a sharing arrangement. If there are 2x or more applicants looking to take-up tenancy at the one property, they must be aware that the responsibility for the property and the tenants obligations under the contract (including the rental payments) are held jointly and severally between all tenants. All tenants entering into the tenancy need to be aware that it is not standard practice for a tenant to be released mid-tenancy should the sharing arrangement not work out for any reason. If one or more tenant decides they wish to leave then they will be required to serve written notification in accordance with the contract and the joint tenancy will be terminated accordingly. Rental payments should continue to be paid

**Damage to Appliances**

All appliances on the inventory will be maintained at the cost of the Landlord unless otherwise stated in writing in the tenancy agreement. 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.

**Early Termination of Tenancy**

Tenants are not able to break the tenancy early unless a) a break clause is applicable and is evoked in the correct manner as per the terms of the tenancy agreement or b) under extenuating circumstances the landlord grants explicit consent for the tenant to break the tenancy agreement early or before the end of the fixed term of tenancy. Should the latter be the case there will be cost implications to the out-going tenant(s) to include an Early Release Penalty Fee **covering the Landlords costs involved with tenancy end and the arrangement of the new tenancy which would be no more than your outstanding rent of your agreement.**

I/We hereby confirm that the attached 'Tenant's Guide to Renting' has been read and understood in full.

I/We accept the above terms outlined regarding the application process and payments involved.

Sign .....
Print .....
Date .....

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