

## **Information for Potential Tenants**

Demand for rental properties is always high, and often our properties are let within days of coming onto the market. To make sure you don't miss out you should register with us either by email or telephone to ensure you are kept up to date with any new properties coming to the market.

Please note that whatever property you move into; it is important that you are provided with an inventory for that property. It is your responsibility to ensure that this is accurate before signing it, as it is a legal document that forms part of any agreement. Note that Brannen & Partners only provide inventories on Fully Managed properties. Where a property is let by us on a Letting Only basis the inventory should be provided by the Landlord directly.

As well as being regulated by the Royal Institution of Chartered Surveyors, applicants should note that Brannen & Partners are also registered with the SafeAgent scheme and The Property Ombudsman. Tenancy Bonds (often called Damage Deposits) are registered and protected via the TDS. A copy of our complaints handling procedures is available on request.

Listed below are specific terms of business which you need to be aware of.

- **Important:** Applicants should be 18 years of age or over. All potential occupants over the age of 18 are considered applicants and need to be included on the tenancy agreement.
- **Viewing:** To view any of the properties shown on this website, please contact us to make a suitable appointment. All viewings are accompanied.
- **References:** References, which may include a bank reference, employer's reference, suitable character reference and previous landlord reference, will be taken before any application can be taken further.
- **Credit Checks:** These will be undertaken on all applicants and any potential guarantors. These are conducted by a dedicated referencing company.
- **Pets:** No animals are allowed in any of the properties – unless agreed by the Landlord for which a higher tenancy bond will be required.
- **Identification:** On submission of the application form, two forms of identification will be required. Acceptable forms of ID include passport, driver's license, birth certificate, gas or electricity bill – one of which must show your current address.

- **Utilities/Services:** It is the tenant's responsibility to contact all services with the relevant meter readings both at the commencement and expiry of the tenancy and to ensure that accounts are placed in the relevant names for the duration of the tenancy. These readings will be confirmed and agreed by our staff at check-in and check-out (On the fully managed service only).

## Fees

- Initial administration fees to secure a property are £180 plus £30 per reference (one reference per adult occupier). You should note that if you decide not to proceed with the tenancy, i.e. you have a change of mind, or your references prove unsatisfactory the above fees are NON-REFUNDABLE. Where references are satisfactory, but for whatever reason the Landlord decides not to proceed, then those fees paid specifically in respect of the credit checks may be refundable at the Agents discretion.
- In the event of a block viewing where several parties are interested in renting a property, the agent may accept multiple applications on the same day as the viewing. In the interest of fairness, the landlord will then be given the choice based on the information given in the applications. The successful applicant will then be asked to pay their holding fee.
- **Tenancy Bond:** As well as the first month's rent, a tenancy bond is also required at the signing of the tenancy agreement. The tenancy bond can be calculated by taking the monthly rent and adding £50 (EG £450 monthly rent + £50 = £500). An additional tenancy bond may be requested for tenants with pets. On fully managed properties this bond will be held by Brannen & Partners as stakeholder within an authorized scheme so as to fulfil all current legal requirements. Where a property is let on a Letting Only basis, the bond will be passed to the Landlord. Note that Brannen & Partners ensure that all 'letting only' Landlords are registered with an authorized scheme prior to monies being passed over. The bond is refundable at the end of the tenancy subject to any agreed deductions.
- **Payment:** The first month's rent, and the tenancy bond as stated above, is to be paid at the sign up stage and **MUST** be paid in CLEARED FUNDS, either CASH, BANKERS DRAFT or BUILDING SOCIETY CHEQUE. Please note that credit and debit cards as well as personal cheques are NOT accepted.

Please note that any property list, whether supplied in printed or electronic format, and any application forms subsequently submitted do not constitute any offer or acceptance for a particular property. Any offer is subject to references, contract and the Landlord and/or Landlords Agent's discretion.

**Brannen & Partners**

*The heart and history of coastal living*



[www.brannen-partners.co.uk](http://www.brannen-partners.co.uk)

· RESIDENTIAL SALES & LETTINGS · BLOCK MANAGEMENT · COMMERCIAL PROPERTY · AUCTIONS ·

Our staff are always happy to answer any of your questions and provide further information on specific points if required.

You can find out more about renting a property at [www.direct.gov.uk](http://www.direct.gov.uk)

For more information please call 0191 2517878.