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TENANT INFORMATION GUIDE

Once you have found a property:

A Reservation Fee will apply as detailed below. All persons over the age of 18 will need to be referenced plus any guarantors which may be required.

This fee acts as your reservation deposit and covers the costs of referencing, inventories and drawing up the tenancy documents.

1st Tenant	£225.00 + VAT
Per further tenant / guarantor	£100.00 + VAT
Per permitted Occupants	£ 25.00 + VAT

We do reserve the right to ask for a larger deposit if you are not proposing to move within 4 weeks.

Check Out fees apply dependent on the size of the property, and this fee is taken up front along with the reservation fee as above.

Check out fees (Tenants Share)

Studio/1 bedroom	£65.00 plus VAT
2 bedroom	£70.00 plus VAT
3 bedroom	£80.00 plus VAT
4 bedroom	£85.00 plus VAT

All other prices over 4 bedrooms advised on application

PLEASE NOTE: RENT IS PAYABLE MONTHLY IN ADVANCE

A Security Deposit is also required which is lodged with our preferred Government scheme. This is normally a months rent + £400. This is in addition to the rent.

Therefore rent PLUS a SECURITY DEPOSIT IS PAYABLE before commencing the tenancy.

EXAMPLE:	Monthly rent:	£1000
	Security deposit:	£1400
	Total due:	£2400

We reserve the right to request an additional £200 per pet where the landlord has given permission for this within the tenancy.

What happens next?

Upon receipt of payment of the reservation and check out fees, we will contact you to complete a form supplying us with your full details to enable the referencing procedure to commence. We will also need a copy of a valid form of ID – e.g. driving licence or passport. At this time, it is a good idea to have a moving date in mind so that all parties have a date to work to. Our referencing company will then email a document to you for completion and return.

Once all satisfactory references have been obtained, we will confirm in writing. Fees are **non-refundable** should you decide not to proceed or in case of references not being satisfactory. Should the landlord decide not to proceed, fees will be refunded in full. The move-in date can then be agreed and the Tenancy Documents and Inventory drawn up.

Signing your Agreement

On the day of your move-in, we will arrange a suitable time for you to visit the office and read and understand your duties covered in the Tenancy documents. Should you wish, we can email the Tenancy to you beforehand to peruse at your convenience.

All monies are required in cleared funds before the day of completion –
The 1st months rent in advance **PLUS** deposit for lodging with our preferred government scheme.

Our preferred method of payment is direct into our account – details of which are supplied in our confirmation letter. **PERSONAL CHEQUES ARE NOT ACCEPTED**

All documents will require signing together with these cleared funds before we can release the keys to you.

We will supply you with all the information and documents you need in order for the tenancy to proceed smoothly including an inventory, contact details, utility suppliers.

The Security Deposit will then be submitted to the DPS (Deposit Protection Scheme) in accordance with the compulsory terms as set out within the Housing Act 2004. The purpose of this deposit is to protect against possible damages and breach of the tenancy agreement. At the end of the tenancy agreement your deposit will be returned subject to the property being left in a satisfactory condition.

During your tenancy.

You are responsible for all bills during the term of the tenancy. Should you wish to have any further services (e.g. Sky) connected – you will need to seek permission first and will be responsible for all associated costs.

Should you wish to extend your tenancy our fees of £50 + VAT will apply

Other fees which we reserve the right to charge:

Change of details after agreement letter but prior to Tenancy	£25.00 + VAT
Outgoing reference fee	£25.00 + VAT
Administration fee for return of overpaid rent	£25.00 + VAT
Change of agreed contract terms	£50.00 + VAT
Call out due to tenant lock out (working hours)	£25.00 + VAT
Out of hours service	£50.00 + VAT
(Where the actions of the tenant results in the agent being called out)	
Failure to attend any agreed appointments	£25.00 + VAT
Lost document replacement	£25.00 + VAT
Letters issued regarding any breach of tenancy	£50.00 + VAT
Unpaid rent may be chargeable @ interest @ 6% above Bank of England base rate	
Charges to end the tenancy early (on a case by case basis)	POA

End of Tenancy:

A formal check out will take place before you exit the property and you will be informed in writing of these procedures. Once this has taken place the deposit can be finalised.