

Tenants Guide



Brian Marshall
& Sons



Thank you for choosing to rent with Brian Marshall & Sons. We hope that this guide is helpful.

Reassurance

We are members of The Property Ombudsman, the Anti-Money Laundering Supervision and Client Money Protect.

www.tpos.co.uk

www.gov.uk/anti-money-laundering-registration

<https://www.clientmoneyprotect.co.uk/Home/Index>

Our Terms & Conditions – link to document

Fees

No administration charges are applicable for new tenancies, or tenancy renewals.

We reserve the right to charge a fee for late payment of rent. This may be charged when payment is more than 2 weeks late and is charged at 3% of the amount due, per day that it is late.

We also reserve the right to charge for reasonable repairs during or at the end of a tenancy agreement.

How it works

Once you have viewed and found a property you like, you should complete our Tenancy Application Form and return to us as quickly as possible, or risk losing the property to another applicant.

We do not accept holding deposits on any of our properties but will work as quickly as possible to process your application and allow the landlord the opportunity to consider all applicants.

Referencing

Each applicant over 18 years of age will need to be referenced and will be required to provide proof of residency.

Our referencing includes a credit check, previous and/or current landlord and employment reference and may require proof of earnings to cover rent, by providing at least three months bank statements.

If you are a student, in receipt of housing benefit, newly employed or your income is lower than required, you will need to provide a guarantor, who will need to prove they have the necessary income to pay the rent if you default.

If you are aware of any problems that may arise through referencing, please contact us to discuss.

Securing the property

If you are selected by the landlord as the successful applicant, we will be in touch to discuss a tenancy start date and to obtain your security deposit (equal to 1 months' rent) and your first months' rent.

All deposits are protected by the Government scheme (mydeposits.co.uk).

Tenancy Agreement

Your Tenancy Agreement will be an Assured Shorthold Tenancy and will be for an initial fixed period of six months. At the end of the fixed term, your tenancy will automatically move to a periodic tenancy.

Rent Payments

A standing order should be set up to ensure that your rent is automatically paid when it is due.

Repairs

You should inform us as soon as possible of any issues within the property so that suitable repairs can be arranged to prevent any further damage to the property.

Reports can be made by either contacting the office, via the website or through the out of hours contact details on our website.

Insurance

Your landlord is responsible for insuring the building but any contents and personal possessions should be insured by yourself.

Utilities

We will arrange for council tax to be transferred into any new tenants' names and provide details of the providers for gas, electricity, water and sewerage.

We are unable to transfer telephone and internet accounts or advise TV Licensing Department. If you have any difficulty with contacting the utility companies within two weeks of moving in, please let us know so that we can assist.

Important Documents

When moving into the property, we will provide a copy of the following documents;

- Tenancy Agreement
- Our Terms & Conditions
- Energy Performance Certificate
- Electricity and Gas (if applicable) certificates
- Governments' How to Rent Guide https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942503/6.6642_MHCLG_How_to_Rent_v5.pdf