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INFORMATION FOR PROSPECTIVE TENANTS

At **Property Directions Ltd** we believe that we should be completely transparent about what is involved in the process of renting a property. We believe that there should be no hidden charges nor unexpected surprises before, during or after your tenancy.

Once you have decided to apply for a property through **Property Directions Ltd** we will take you through the referencing process to ensure that your move in goes as smoothly as possible. You will be required to provide any necessary documents to satisfy **Right to Rent checks**. Then you will be required to complete either an online application form sent via a link to the referencing company or a paper application form depending on your Landlord preference. Any Application will need to be completed in full. The reference process usually takes up to 4 working days subject to your referee's response times. Once we have confirmation that you have passed we will then be able to confirm a move in date. This will be dependent on the property being vacant and any pre-tenancy works being completed. Your tenancy agreement will then be issued and you will be required to sign it prior to the start of the tenancy. Should your tenancy be dependent on a guarantor they will be required to complete their guarantor agreement which must be received prior to your tenancy start date. We will then make arrangements for your collection of keys and any check in details will be agreed.

Pets

Should your landlord accept a domestic pet, you will be asked to pay an additional security deposit equal to the value of 1 weeks rent. This will be added to your standard security deposit and registered in the relevant tenant deposit scheme. This increased deposit will be used to professionally fumigate and clean carpets at the end of your tenancy in the event that you are NOT able to demonstrate that you have had these works carried out yourself by proof of receipt.

Utility Services

You shall be expected to inform the utility suppliers of your meter readings. It is your responsibility to ensure that all relevant utility services have received the information for you to open any required accounts for payment.

Welcome Pack

We shall provide you with a welcome pack which will include a copy of your tenancy agreement, Gas Safety Certificate (where appropriate) any other safety certificates, inventory and any relevant useful information including appliance manuals (where provided by your landlord). We will also provide contact details for reporting any maintenance issues and other matters once you have taken up occupation.

Early termination of your tenancy

Your agreement may not contain a break clause so should you need to leave early we will attempt to negotiate this on your behalf with your landlord and re-let the property wherever possible. This is not a decision we make but one that we will take instructions from your landlord. In most cases you will be required to compensate the landlord by covering their costs for re marketing and inventory issue. As per the details on the following page.

SUMMARY

Before you move in you will need to:

- Satisfy Right to Rent check - Photographic ID (usually passport, NI Electoral Identity card, or Driving License) and Proof of residency (utility bill or bank statement dated within 3 months)
- Complete application form
- Provide details of your Tenant contents insurance
- Sign the Tenancy agreement – All tenants

- Sign guarantor agreement (where required)
- Pay Security and dilapidation deposit

Tenant Application Terms & Conditions

Please ensure you read these terms and conditions carefully and make sure you understand them. If you have any questions, please do not hesitate to ask your negotiator or any member of the team.

Referencing Fee

Property Directions Ltd do not charge a referencing fee or application fee to tenants.

All persons over the age of 18 will be referenced and will be required to sign the tenancy agreement.

Should there be a need for a guarantor they will be required to sign a guarantor agreement.

Holding Fee

Property Directions Ltd require the equivalent of 1 week rent to hold the property and begin the referencing process which will be paid towards your first months rent at the start of your tenancy (fully refunded should you be unable to proceed)

NOTE: Your landlord will cover the costs for the tenancy documents, inventory and check in

Security Deposit

This must be paid in cleared funds before the start of the tenancy agreement. It will usually be the equivalent of one months rent. For example if your rent is £500 pcm the deposit will likely be £500. This is a refundable deposit and will be registered and placed within one of the tenant deposit schemes. **Property Directions Ltd** will register all deposits for our Managed or Rent Processing Service with TDSNI (Tenancy Deposit Scheme Northern Ireland) You will receive a certificate within 30 days of moving into the property. You will usually receive this via email so it is vital that you save the email for future reference to enable the release of your deposit. Where your landlord has chosen our Let only service the deposit will be paid over to your landlord to protect with the tenant deposit scheme of their choice and you will be notified of the details directly.

Where there is more than one tenant we will need to nominate a lead tenant and the deposit will be registered in their name and returned to the lead tenant.

Tenants contents insurance

It is the responsibility of all tenants to insure their own possessions as such items will not be covered by any insurance policy held by the landlord. It is a requirement of your tenancy agreement that you have sufficient cover to protect against any accidental damage to the landlords fixtures and fittings. Please ask if you need any help with obtaining insurance so that our Financial Services Partners can offer you a 'no obligation' quote

Rent

You will be required to make rent payments via Direct Debit for ALL future rent payments. It is your responsibility to ensure that funds are available in your account on the rent due date to avoid any costs involved with missed payments.

Payable prior to Tenancy Start

Holding fee payable upon application = 1 week rent which will be paid towards your first rent payment

Security Deposit = 1 Month Rent. Registered with the TDS. (Refund negotiated upon satisfactory check out of property)

First Month's rent (less 1 week paid as holding fee)

Pet Deposit - Equal to 1 weeks rent – added to Security Deposit and refundable subject to providing relevant receipts

Early release of Tenancy (subject to landlord agreement)

£240.00 inc vat – to cover costs of re-marketing fee and inventory issue plus all rent due up to and including the release date

Costs incurred for breach of tenancy (inc vat)

Letter chasing late rent	£30.00 (charged 14 and 21 days where applicable)
Missed agreed contractor appointment	£30.00 (applicable if charged by contractor)
Change of tenancy agreement terms (tenant request)	£75.00
Loss of keys	£ cost of replacement locks/keys payable direct to locksmith

APPLICANT INFORMATION

Property address:

Preferred Tenancy start date

Lead Applicant Full name:

Current Address:

Date of Birth

Telephone number:

mobile num:

Email address:

Identity document:

(copy attached Yes/No)

Proof of residency document:

(copy attached Yes/No)

Employed: Yes/No

Second Applicant Full name:

Current Address:

Date of Birth

Telephone number

mobile num:

Email address:

Identity document:

(copy attached Yes/No)

Proof of residency document:

(copy attached Yes/No)

Employed:

Third App/Guarantor Full name:

Current Address:

Date of Birth

Telephone number:

mobile number

Email address:

Identity document:

(copy attached Yes/No)

Proof of residency document:

(copy attached Yes/No)

Any children: Yes/No

How many:

What ages:

Do you have any pets:

Yes/No

If yes what pets:

Do you smoke: Yes/No

NEXT OF KIN/EMERGENCY CONTACT

ADDRESS/TEL NO

All Applicants above confirm that they have read and understood the Terms and Conditions of the tenancy application process and the Right to Rent checks.