



# The Tenant's Guide To Renting A Property

It makes sense to find and rent a  
property through a professional Letting  
Agent

We can help you find the perfect property to rent,  
deal with the application process with you, set up monthly standing  
orders for ease of payment, be present to deal with any issues that  
arise during your tenancy.

We have provided this guide to answer  
some questions prospective tenants often ask us

Consider what accommodation you are looking for and where you need to live. Before you start looking around, work out how much rent you can afford to pay and if you haven't rented before, remember that you need to allow for paying your rent and deposit in advance and there will be energy and water bills, council tax etc: to pay in the future. Look at [www.severnestateagents.co.uk](http://www.severnestateagents.co.uk) for up to date information on what we have available.

### **Tenant's Obligations**

Consider the length of your tenancy as you are obligated to stay for at least that period. Read the tenancy agreement carefully and ask us to explain anything you do not understand. You should be aware that responsibility for the property rests with the tenant during any tenancy. It is particularly important that any gas or electrical problems are reported immediately and the property is fully secured when you leave it unattended at any time. During the winter months, necessary steps must be taken to prevent the freezing of the water and heating systems. In leasehold properties, mainly flats and maisonettes, the tenant will be bound by the rules and regulations affecting all residents within the block contained in the head lease.

### **Tenancy Application / References**

When a suitable property to rent has been found ALL persons aged eighteen or over will complete an application form and will be named in the Tenancy Agreement. We will take up references on behalf of our client, the Landlord, which may include a bank reference for which your bank will charge a nominal fee, a credit reference, an employer's / accountant's and previous landlord reference (if applicable). To speed this process up it is a good idea to tell referees, employers, previous landlords etc to expect them and ask them if they could respond as promptly as possible. We will require a fee per person towards the cost of arranging these checks when you submit your application. The payment is non-refundable even if your application is unsuccessful or withdrawn. Please note that this money in advance does not constitute a tenancy or offer of a tenancy but is required as a gesture of your serious intention to proceed.

### **Tenancy Deposit Protection**

Before your tenancy commences you will usually be required to pay a security deposit equivalent to one or two months rent. The funds must be cleared in our account before occupancy can be given unless it is paid in cash. When you pay a deposit, your landlord or agent must protect it using a government authorised Tenancy Deposit Scheme. The fee for this is £30 which is deducted from your initial deposit. Your landlord or agent is required to give you details about how your deposit is protected and must inform you of the contract details of the Tenancy Deposit Scheme and what to do if there is a dispute at the end of the tenancy. This is to ensure you will get all or part of your deposit back when you are entitled to it and any disputes will be easier to resolve. The deposit is held against any damages or expenses arising during your tenancy and will not be released until after you vacate the property, all rent has been paid and any costs for damages from either parties have been confirmed. No interest on the deposit is payable.

## **Inventory and Schedule of Condition**

An inventory and schedule of condition of the property, its contents, furniture, fittings and effects will normally have been prepared. This will be checked and agreed with you at the commencement of your tenancy. It is important that you take care in agreeing the Inventory and Schedule of Condition at this stage as it will form the basis of any claim for damages, by your landlord, at the end of the tenancy. At the end of the tenancy the Inventory and Schedule of Condition will be checked again. In your own interests we strongly recommend that you are present at both the check-in and check-out.

## **Rental Payments**

All rent is payable in advance and usually by standing order. If not paid in cash, funds must be cleared in our account before occupancy can be given. Please note that all standing order payments should be made 3 days prior to your rent due date to allow for clearance. Should you experience any financial problems during the course of the tenancy and we are managing the letting or collecting the rent it is essential that you contact us immediately.

## **Insurance**

We usually recommend that you arrange contents insurance to protect yourself and your possessions against accidents, fire and theft etc. Severn Estates can provide you with a quote when you apply for a property to rent.

**FOR MORE INFORMATION  
PLEASE CALL US ON  
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OR  
01562 748877  
OR EMAIL US ON  
severnstates1@aol.com**