

## **TENANTS LIABILITY INSURANCE**

Stones Residential work in partnership with Let Alliance who will provide you with a no obligation quote for tenant liability insurance upon completion of your reference application. Alternatively, you can provide Stones Residential with a copy of your current policy details prior to your move in. Prior to moving into the property you will need to provide evidence of the Tenants Liability Insurance; otherwise keys will not be released on the day of possession

**YOU WILL NOT BE ABLE TO TAKE POSSESSION UNTIL SUCH TIME A CERTIFICATE IS PROVIDED**

## **PROOF OF RESIDENCY**

Unless we have a copy of one of the following as Proof of Residency, you will not be able to take possession. Bank Statement, Utility Bill (Gas, Electricity, Water or Council Tax Bill) dated within the last 3 months.

**YOU WILL NOT BE ABLE TO TAKE POSSESSION UNTIL SUCH TIME AS PROOF OF RESIDENCY IS PROVIDED**

## **MOVE IN DAY**

We require all named Tenants and Guarantor (if applicable) to come into our office at a pre-arranged time between 9.00am – 6.00pm Monday to Friday or 9.30am to 1.00pm on Saturday to sign the Original Tenancy Agreement together with all relevant documentation and pay the balance due in cleared funds.

**SCANNED OR FAXED COPIES ARE NOT ACCEPTABLE**

## **INVENTORY CHECK- IN & CHECK- OUT**

Stones Residential will be instructed by the Landlord as to what arrangements are to be made for the inventory. Unless previously agreed, the Landlord will be responsible for the cost of the check-in inventory and the Tenant will be responsible for the cost of the check-out inventory (charges on request).

## **MANAGEMENT OF THE PROPERTY**

At the start of tenancy, Stones Residential will inform you who will be responsible for the management of the property. If we are not managing the property, we cannot authorise any repairs or maintenance or guarantee the timing that the repairs will be carried out. If we manage the property, we may have to obtain the consent of the Landlord before proceeding with any repair.

## **UTILITIES**

If Stones Residential manage the property, we will arrange for your utilities including Council Tax, Gas, Electric and Water accounts to be set up in your name. If we do not manage the property, it is the responsibility of the Tenant to obtain meter readings and contact the appropriate Utility Companies directly when moving in and out.

## **RENTAL PAYMENTS**

The rental payments are payable in advance by Standing Order. The agreement states the date on which the rent is due and payments should be received on or before the due date. **In the event that your rent is not received on or before the due date, a letter will be sent out requesting payment and you will be liable to pay a late charge administration fee of £18.00 including vat.**

## **RENEWAL OF TENANCY**

Stones Residential will contact you approximately 6-8 weeks before your tenancy is due to end and ask if you wish to extend or renew your tenancy. **If a new term is agreed, you will be required to sign a new agreement and you will be liable to pay an administration fee of £60.00 including vat which is paid at the time of renewing by debit card or bank transfer.**

## **END OF TENANCY**

Prior to vacating, we will write to you advising you of your contractual obligations. This will include the complete cleaning of the property by a **PROFESSIONAL CLEANING COMPANY** for which you are responsible in accordance with your tenancy agreement and unless you are able to provide a receipt from a **PROFESSIONAL CLEANING COMPANY** to Stones Residential as proof that such a company has attended, you will be liable for any costs incurred in having the complete property professionally cleaned as it was for you at the start of tenancy. This professional clean must also include carpets, soft furnishings and windows. The garden (if applicable) must be in the same condition as it was at the start of

tenancy. Your end of tenancy obligations must be completed before you return all keys, fobs and parking permits to our office prior to 12 noon on your vacating date. If you retain the keys past this time, you will be liable for one days rent for each and every day past the agreed vacating date, unless previously confirmed in writing.

**HOW TO RENT BOOKLET ISSUED BY THE DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT**

I/we can confirm that this booklet has been provided to me/us prior to making any commitment whatsoever to rent the property on page 1 of this 'application to rent' through Stones Residential (the agent)