

Guide to renting with Frank Wyles & Co.

1. Our Standard Terms and Conditions are:

- The tenancy will be an Assured Shorthold Tenancy
- There will be an initial fixed term of 6 months during which neither side may terminate the tenancy; after that the tenancy may be terminated by the tenant giving one month's notice and the landlord two month's notice.
- We will require a deposit equivalent to one month's rent
- The rent will be payable monthly in advance by bank standing order

Other terms may be negotiated with the agreement of the landlord, the tenant and ourselves.

2. If you are a private tenant you will need to provide the following:

- A) Completed Reference Forms
- B) Reference Fee
- C) Deposit
- D) First Month's rent as cleared funds (Cash or Bankers Draft)
- E) A completed standing order form for payment of rent
- F) A signed tenancy agreement
- G) Proof of Identity and of current address

3. Deposits (Bonds):

We will tell you how much deposit we require. Normally we will require a deposit equivalent to one month's rent. If you pay the deposit by personal or company cheque we must receive it at least 10 working days before we hand the property over to you. Otherwise you must pay the deposit in cash, by telephone or internet banking direct to our bank account, or by Building Society cheque or Banker's Draft. The deposit will be held by the Deposit Protection Service unless notified otherwise.

4. Will I need a Guarantor?

We will require a Guarantor if:

- you will be claiming housing benefit
- your income is less than two and a half times the rent
- you will have been working for your employer for less than 18 months when the tenancy starts

The Guarantor will be required to sign a legally binding agreement to pay all rent and other charges due if the tenant fails to do so. We will require your Guarantor to satisfy us that he/she will be able to pay your debts if you fail to do so.

It is unlikely that anyone who is not employed, or who is currently renting their own home, would be acceptable as a Guarantor but all cases will be considered on their merits.

Step 1. View the property

- Having identified a property that interests you we will arrange an appointment for you to view the property; you may be shown around by ourselves or the landlord.
- if having viewed the property, you decide that you are interested in renting it you should inform us immediately. At this stage you should check with us whether you have any special requirements.

Step 2. Complete application forms

- The next stage is to complete the necessary reference forms and return them to us with the reference fee of £60 for the 1st applicant and £30 for any further applicants and / or guarantor along with proofs of identity / current address.
- References are checked by an independent company and it normally takes 2 working days to validate the application.

Step 3. Take over the property

- we will make an appointment with you to meet at the property you are renting and hand it over to you; this will take up to 30 minutes.
 - if you are providing a guarantor then he / she must also attend.
 - You will need to bring the following unless we have already received them:
 - the first month's rent - Cash or bankers draft
 - the deposit - Cash or bankers draft
 - We will bring the following
 - the keys to the property
 - A Bank standing order mandate for paying future rent
 - Any other documents that may need signing.
 - together we will
 - read the gas & electricity meters
 - check the property and compile a photographic inventory
 - ensure that you know how to work any appliances
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