



## TENANT INFORMATION

If you are thinking of renting there are a few things for you to consider. Here you can find the government 'How to Rent' guide – [CLICK HERE](#)

### Referencing

In order for us to consider your application to rent, we must carry out referencing for each prospective tenant aged 18 years or over to ensure you meet our lettings criteria and are able to afford the rent. We use an external referencing agent who will check your employment history, address history, previous landlord reference(s) (where applicable) and perform a credit check. Depending on the outcome of the references you may need to provide a guarantor, this person would need to go through the same checks as the tenant and would be liable for the property and rent. Unfortunately we cannot rent our properties to anyone on Housing Benefit, Deposit Bond Scheme or on agency work. You will need to pay a **non-refundable** application fee prior to the referencing process, more details in the *Tenant Fee's* section.

### Properties

All of our properties are LET AS SEEN and no pets, smokers or sharers (three individuals or more) are permitted unless previously agreed. When we confirm receipt of your application fee you will be given the opportunity to note any comments about the condition of the property.

### Deposits

Deposits are at least 24 hours prior to the set move in date. The deposit is registered and held with the government approved *Deposit Protection Scheme* (DPS) move information of which can be found here – [CLICK HERE](#)

The deposit is registered with the DPS and is taken as security for the Landlord in case of a breach of the agreement.

These monies are refundable subject to a final inspection which is carried out at the end of the tenancy. You would be invited to attend this inspection and any deductions from the deposit would be agreed. However, if there is a dispute between you and the Landlord regarding the deposit that cannot be resolved then a case would be opened with DPS who are completely impartial and independent. The deposit is usually equivalent to a month and a half's rent (unless otherwise stated).

### Rent

Rent is payable monthly in advance and will be due at the same time each month; this date is dependent on the day you move in or an agreed set date.

Rent must be paid via BACS or standing. We cannot accept cash or personal cheque.

## Prior To Move In

### **Contents Insurance**

You will be required to have contents insurance in place to protect your own belongs and that of your Landlord. We are happy to arrange this for you.

### **First Month's Rent & Deposit**

Two to three days before your moving in day, you will need to ensure that your first month's rent and deposit is received by our bank (if the funds have not cleared in our account on or before your moving in day this could delay you moving in).

### **Moving In Day**

On the day you move in, all tenants and guarantors are required to attend our offices at a pre-arranged time. Each person will need to bring photographic ID, two utility bills from your previous address and proof of your right to live and work in the UK (if you do not have the correct ID this could delay you moving in). You will then have the opportunity to read through your agreements, the inventory and any other paperwork before signing all the documents and receiving your keys. Once you have signed the tenancy agreement you are contractually committed for the full term agreed.

## ONCE YOU HAVE MOVED IN

### **Utilities**

It is your responsibility to ensure that you pay for all utility supplies throughout your tenancy (unless otherwise stated).

iLet Properties cannot deal with these on your behalf as you are required to speak to the relevant suppliers directly (i.e. council tax, water rates, electricity, gas, telephone, television licence) and provide them with your personal information to set up an account.

### **Managed or Let Only?**

Some of the tenancies we arrange are on a let only basis which means that once you have completed all the paperwork and paid the first month's rent and deposit you would deal directly with the Landlord. On these occasions, we would provide you with the Landlord's contact details so you can contact them to arrange payment of future rents and discuss any repairs or maintenance issues during the tenancy. The rest of our properties are managed by iLet Properties which means all aspects of the tenancy will be dealt with by us, including the following:

#### **Inspections**

Visits are carried out quarterly and you do not have to be present unless you wish to be. During these visits we check that the property and garden (if applicable) is being maintained in accordance with the agreement. Information regarding the condition of the property is then passed onto the Landlord.

#### **Repairs**

If there are any repair or maintenance issues during your tenancy you should contact the office as soon as possible because any repairs have to be agreed with the Landlord before works can commence. Once the Landlord has agreed we will arrange access to the property with you.

### **Tenancy Renewal**

We will contact you approximately two months before the end of your current tenancy to ask whether you would like to renew your tenancy. We seek your instructions prior to those of your Landlord. Should you renew your tenancy for a further term you would be required to pay a renewal fee of £75 including VAT.

## **Tenant Fee's**

### **Administration fee - £240 (inc VAT) per person**

Referencing for one tenant (identity, immigration & visa confirmation, financial credit checks, obtaining references from current or previous employers/landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement

### **Guarantor fee - £120 (inc VAT) (if applicable)**

Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement

### **Pet deposit - £120 (inc VAT) (if applicable)**

Subject to Landlord approval, to cover the added risk of property damage. This will be protected with your security deposit in a Government authorised scheme and may be returned at the end of the tenancy

### **Deposit – Calculated to the equivalent of 6 weeks rent**

All prospective tenants need to have identification and credit checks carried out by iLet Properties before any tenancy agreement is reached. In order for us to begin this process we will need the following from you:

- **PHOTOCOPY OF PASSPORT OR DRIVING LICENCE** (A member of the agency must see the original for the copy to be valid)
- **LETTER OF EMPLOYMENT**
- **THREE MONTHS BANK STATEMENTS**
- **COMPLETED TENANT INFORMATION FORM** (iLet Properties supplied)

iLet Properties Ltd Registered Office: 6 Bridge Street, Northampton, NN1 1NW.  
Registered in England and Wales. Registered number: 09026231



*\*iLet Properties are NOT members of a client money protection scheme.*

