



Fetcham Park House  
Lower Road  
Fetcham  
Leatherhead  
Surrey  
KT22 9HD

☎ 01372 940595

✉ info@kingsofsurrey.com

www.kingsofsurrey.com

## Tenants Terms and Conditions For Residential Lettings

Kings of Surrey Ltd



## TERMS AND CONDITIONS FOR TENANTS

### **Fees Payable on Application**

As soon as your offer is accepted, we will ask you to pay the following fees to secure the property. At this stage we will ask the Landlord to remove the property from the market.

### **Kings of Surrey Lettings Administration Fee: £295.00 plus VAT (£354.00 Inc. VAT)**

This fee covers all our administration work and preparation of all necessary documentation including the Tenancy Agreement.

### **Referencing fee: £75.00 plus VAT (£90.00 Inc. VAT) per Applicant**

Each adult over the age of 18 years (or who will reach the age of 18 during the Tenancy Term), who will be a resident at the property, must complete an application form. We use a credit referencing agency (Paragon) and reserve the right to seek whatever other references we see fit to support your application. By completing the application form, you will be consenting to a search of your credit history. Paragon will also contact your employer and previous landlord/s for appropriate references. If you are employed on a temporary contract or are still on a probationary period, we would reserve the right to ask for a rental guarantor, who would need to submit themselves to a similar referencing procedure (a further referencing fee would be payable). The results of the credit search will be shared with your prospective Landlord. If your application is rejected, we will not be able to give reasons. You will be able to see the data that led to the rejection decision by applying to the Company that holds the data.

**Tenancy Deposit Scheme (TDS) Registration Fee: £27 plus VAT (£32.40 Inc. VAT).** The security deposit will be held by Kings, and protected by the Tenancy Deposit Scheme:

<https://www.tenancydepositscheme.com>

### **Holding Deposit:**

We require one week's rent to be paid by way of a Holding Deposit. This becomes part of the standard six-week deposit payable on occupation.

### **Method of Payment:**

Payment of the above amounts should be paid by bank transfer, to the following account:

- Lloyds Bank Plc.
- Kings of Surrey Limited
- Account Number: 28717960
- Sort Code 30-84-46

### **Refund of Fees**

All monies paid are non-refundable in the event of your withdrawal from the proposed Tenancy or should the Tenancy not proceed due to unacceptable references or in the event of non-disclosed bad credit. In the event of the Landlord withdrawing, all fees would, naturally, be returned.

### **Proof of Identity and Address**

As part of our referencing procedure, we ask for photographic identification of each applicant. This can be in the form of a current driving licence or passport. Proof of address must be a formal letter (i.e. utility bill, council tax demand, bank statement etc.) that had been sent to the applicant at their current address and dated within the last three months.

### **Right to Rent in the UK**

Home Office regulations state that anyone who lets a private property in England, including those subletting or taking in lodgers, should make Right to Rent checks. We will therefore need to see a tenant's original acceptable documents that allow them to live and rent in the UK.

### **Tenancy Agreement**

All persons aged 18 or over (or who will reach the age of 18 during the Tenancy Term) will need to be named on the Tenancy Agreement. As well as signing the form, all parties will be required to read and sign the Prescribed Information supplied by the Deposit Protection provider confirming that they understand how their deposit is protected. In the case of a Joint Tenancy they will also be asked to nominate one Tenant as lead Tenant for correspondence purposes.

### **Before Occupation**

You will be required to do the following:

- Sign an Assured Shorthold Tenancy Agreement in the form provided.
- Any Guarantor would also be required to sign a Deed of Guarantee.
- Complete and sign a Standing Order Mandate for onward payment of the rent.
- Pay the first month's rent and the balance of deposit: This must appear as cleared in our Bank Account before you can take occupation. Our bank details will be provided to enable you to arrange the transfer of funds.

### **Check In**

You will be met at the property at the agreed check in time by either a representative of Kings of Surrey or the Landlord. At this time you will be asked to sign an Inventory and Condition Report, which is a detailed description of the property at the start of your Tenancy. This is paid for by the Landlord but is, of course, for the benefit of both parties. The original ID and proof of residence documents will need to be produced and shown to the check in clerk.

### **Utility Bills, Council Tax, Television Licence and Telephone**

Naturally these items are your responsibility during the Tenancy Term and you will need to register your details with the appropriate suppliers. You will need the Landlord's consent to change suppliers.

### **SKY, Virgin Etc.**

The property you are moving into may well have satellite or cable connection. If it does not, you will need the Landlord's consent to have such service installed. This consent will not be unreasonably withheld, subject to any conditions imposed by any Lease or Head Lease or any planning requirements or regulations. You, the tenant, will be responsible for any subsequent payments and contract for such services.

### **Pets**

Under the terms of your Tenancy Agreement, you will need the Landlord's consent to keep any pet on the premises. If this consent is given, you should make sure that, when cleaned, the property is also de-infested. If the Landlord's consent is given, a higher deposit will normally be requested.

### **Repairs**

If we are managing the property for the Landlord (we will advise you if this is the case before you take occupation), you must inform us immediately it comes to your notice of any necessary repairs or other matters falling within the Landlord's obligations to repair any part of the Premises. If the Landlord is managing the property himself, you must similarly inform him.

### **Insurance**

The Landlord is responsible for insuring the property but the Tenant is warned that the Landlord's policy does not cover his possessions and is strongly advised to insure his own belongings with a reputable insurer.

### **Access and Inspections**

If we are managing the property, we will visit, by appointment, the property every three months to make sure all is well. This is also an opportunity for you to advise us of any problems you have. If we are not managing, the Landlord has the right to inspect, again having given reasonable notice.

### **Renewal of Tenancy**

Towards the end of the Tenancy we will contact you to enquire if you wish to re-new your tenancy. If you do, and the Landlord is also happy to do so, we will ask you to sign a new Tenancy on the agreed terms. There is a nominal charge of £100.00 plus VAT (£120.00 Inc. VAT) for the preparation of this document.

**Check Out:**

Before you are met at the end of your Tenancy for the checkout, please ensure that the whole property has been professionally cleaned and a receipt available to indicate this. If you would like details of any of our approved cleaning companies, please contact us. Also, make sure that all of your possessions have been removed and any Landlords fixtures and fittings are in their correct places, with any broken or damaged items replaced. All keys must be returned and you should cancel your standing order. As the Landlord has paid for the Inventory and check in, the cost of the checkout is your responsibility. Following this procedure, your deposit will be returned, less any agreed dilapidations (obviously fair wear and tear is allowed for).

**PLEASE SIGN BELOW TO CONFIRM THAT YOU HAVE READ, UNDERSTAND AND AGREE TO THESE CONDITIONS:**

Signature:	
Full Name (s):	
Signature:	
Full Name (s):	
Address of the Property you are applying to rent:	
Date	



Independent redress provided by: TPOS (The Property Ombudsman) <http://www.tpos.uk/>