



MORGAN & ASSOCIATES

VILLAGE PROPERTY CONSULTANTS

## TENANT'S GUIDE TO RENTING

We have set out the following guide to help answer any queries you may have in relation to renting a property through Morgan & Associates.

### CONDITION OF PROPERTY

All properties are taken as seen and no alterations will be undertaken by the landlord, unless specifically agreed at the time of offer.

### RESERVATION FEE

A reservation fee, equivalent to 1 week's rent, must be paid by bank transfer to secure the property.

The reservation fee is a holding deposit and will be retained only in accordance with the Tenant Fees Act 2019, including where:

- your references are unsatisfactory
- you withdraw your offer
- you fail the Right to Rent check
- you provide false or misleading information on your application form, or
- you fail to meet the 15 calendar day deadline from paying the deposit to signing the tenancy agreement (this period may be extended by mutual agreement).

If you have any concerns regarding your financial status or suitability, please discuss these with us prior to paying the deposit. All tenants will be required to complete a credit reference form.

**If the landlord withdraws, the reservation fee will be refunded in full.**

**Please Note:** Upon completion of the application forms and as part of the referencing process, each tenant over the age of 18 will be required to provide proof of identity and address. This includes a copy of a passport &/or driving licence, together with a utility bill dated within the last 3 months. Two forms of ID are required, one of which must be photographic. If you are not a UK passport holder, you will also be required to provide your Right to Rent share code.

## PAYMENT

Payment of the first month's rent and deposit must be made by bank transfer at least five working days prior to the commencement of the tenancy, and only once the tenancy agreement has been signed.

Please transfer funds to:  
Morgan & Associates  
Sort Code: 40-44-51  
Account Number: 33663426

Please note that we are unable to accept cash payments or personal cheques. Cleared funds must be received before keys can be released.

## RENT

Rent is payable MONTHLY in advance.

## DEPOSIT

The deposit is equivalent to 5 weeks' rent (or 6 weeks where the annual rent exceeds £50,000 p/annum). The deposit is held against possible dilapidations at the end of the tenancy. Any proposed deductions will take into account fair wear and tear, as well as the age, quality, expected lifespan, and condition of items at the start of the tenancy.

Morgan & Associates are members of the Tenancy Deposit Scheme (TDS) and will hold the deposit for the duration of the tenancy as stakeholders. The deposit cannot be used towards the payment of rent either during or at the end of the Tenancy.

TDS contact details are as follows: The Tenancy Deposit Scheme, West Wing, First Floor, The Maylands Building, 200 Maylands Avenue, Hemel Hempstead, Hertfordshire, HP2 7TG. Phone 0300 037 1000. Email [deposits@tenancydepositscheme.com](mailto:deposits@tenancydepositscheme.com).

At the end of the tenancy, you will need to agree any (or no) deductions with your landlord before the deposit can be returned. In the event of a dispute, this may be referred to the Tenancy Deposit Scheme for independent adjudication. Morgan & Associates will only be involved in agreeing the deposit return where the property is fully managed; otherwise, you will need to liaise directly with your landlord. The property must be returned to the same standard of cleanliness as at the start of the tenancy, as evidenced by the inventory.

## INVENTORY

The landlord may choose to instruct an independent inventory clerk to prepare an inventory and schedule of condition at the start of the tenancy, together with a check-out report at the end. A forwarding address must be provided at the end of the tenancy.

At the start of the tenancy, you should read through the inventory carefully and make any comments you feel are necessary. These will be taken into account at check-out. You must notify the landlord and/or agent in

writing of any comments within 14 days of the start of the tenancy or receipt of the document. Failure to do so within this timeframe will result in the inventory being deemed accepted.

## ANIMALS AND PETS

Animals and pets are not permitted in the property unless agreed at the start of the tenancy as a condition of the offer. Consent for pets will not be unreasonably refused or delayed, subject to appropriate conditions.

## TENANCY AGREEMENTS

Once references have been approved, we prepare the tenancy agreement. You will have the opportunity to review the tenancy and to raise any queries before signing. We must receive the signed tenancy agreement within 3 days of receipt to confirm your commitment to proceed and to enable the landlord to sign thereafter.

## RENTAL PAYMENTS

Rent must be paid by **STANDING ORDER**. Payments should leave your account at least three working days prior to the due date to ensure cleared funds are received on time. The bank account details for rental payments will be provided within the tenancy agreement. Should these details change at any point during the tenancy, you will be notified in writing. Interest may be charged on rent that is more than 14 days overdue, at a rate of 3% above the Bank of England base rate, in accordance with the Tenant Fees Act 2019.

## UTILITIES

The tenant is responsible for all utilities, telecommunications and council tax, unless otherwise stated. Meter readings will be taken by the inventory clerk at the start and at the end of the tenancy, should the landlord choose to appoint an independent inventory clerk. Where an inventory clerk is not appointed, we recommend that both the landlord and tenant take their own meter readings at the start and end of the tenancy.

## INSURANCE

The landlord is required to hold appropriate insurance; however, this will not cover any accidental damage caused by the tenant. The landlord's insurance also does not cover the tenant's personal possessions. We therefore strongly recommend that you arrange adequate contents insurance for your own belongings.

## GARDEN

The tenant will be responsible for maintaining the garden unless otherwise agreed at the time of application.

## INSPECTIONS

If the property is managed by Morgan & Associates, we will carry out an initial inspection after three months, followed by inspections every six months thereafter. A report will be provided to the landlord.

You will be notified in writing in advance of each visit. Access will be arranged with reasonable notice, in accordance with the tenancy agreement and relevant statutory requirements.

## ANNUAL RENT INCREASE

Any rent increase will be agreed between the parties and implemented in accordance with the terms of the tenancy agreement and applicable legislation.

## TENANCY TERMINATION

If you confirm that you wish to vacate the property, you must notify Morgan & Associates in accordance with your tenancy agreement and current legislation. We will then begin re-marketing the property and will require reasonable access for viewings.

We will contact you to arrange a check-out appointment if requested by your landlord. At the end of the tenancy, the property must be returned in the same condition and standard of cleanliness as at the start, allowing for fair wear and tear.

Any claim for damage or loss will be supported by appropriate evidence and will reflect the principles of fair wear and tear and the avoidance of betterment.

## THE NEXT STEP

Once you have fully read and understood the terms and conditions outlined above, please sign and return this document together with your reservation fee to confirm your intention to proceed with the tenancy.

Upon receipt, you will be sent an email inviting you to complete a referencing form, together with the tenancy agreement and your first account invoice.

In the event of a successful application, the one week's reservation fee will be deducted from your first account.

I confirm that I have read and accept the above terms and conditions.

Tenant 1 Signed \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Tenant 2 Signed \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Nothing in this guide is intended to override the terms of the tenancy agreement or applicable legislation, which will take precedence.