

Tenant Information Pack

About Irlam Estates

With over 50 years' experience, Irlam Estates is one of the longest established estate agents in the whole of the Salford area. As a family run business we offer a personal and friendly service. Regardless of your circumstances, we will search the market place and tailor a package that's perfect for you.

We have put together this information booklet to offer practical advice and a brief guide to our rental process. We endeavour to outline all aspects of our rental process, and are happy to answer any further queries or questions you may have.

Best regards



Joanne Jones

Irlam Estates

The Process

What will it cost? Do you charge a fee?

Once you have decided to apply for a property, you will need to fill in the relevant application form and pay an admin fee of £95.00 Inc. VAT for the first applicant, and £50.00 Inc. VAT for each applicant thereafter over the age of 18yrs. This covers the reference process and drawing up paperwork in relation to the tenancy. For Managed Properties, there is also a one off tenant inventory check in/checkout/deposit registration fee of £50.00 including VAT. If you decide to pay by Credit or Debit card, further fees will apply (please see 'Summary of Charges' at the back of this document).

What will my initial outlay be? And when will payments be due?

At the time of applying for a property, you will be required to pay £100.00 **non-refundable holding fee** and the charges noted above. Once your application has been approved, this £100.00 is used towards the first months' rent and the balance of the rent and the deposit is due (usually an amount equivalent to the first months' rent). The deposit may be increased to 6 weeks if you have pets.

How long does it all take?

The application process/credit check confirming all references and preparing the paperwork, takes on average 7-14 working days. This is dependent on having all the correct information in the first place, and a quick response from employers and Landlords/Agents. Once your application has been returned as acceptable, we arrange a moving in date and the deposit and the first month's rent is due. Ideally payment should be made by BACS transfer/card payment and all funds will need to have cleared into our account before your move in date.

What information will I need to supply?

Most of the information we require will be on the application form. This includes previous addresses, employment/income details, bank details and previous Landlord/Agency details. In some cases i.e. self-employed individuals, we will also require accountant details or 3 years of accounts. We will require a photo ID – either a current driving licence or passport, and also a Utility bill at your current address. There may be some circumstances where we ask for a guarantor. This can be a friend or family member who guarantees that they will be responsible should you not pay rent or if there is any damage to the property. For further detail regarding the application process and documents required, please see the Homelet supporting documentation attached.

Who will be holding my deposit?

All deposits have to be registered with one of the Government Schemes. Irlam Estates are members of MyDeposits (www.mydeposits.co.uk) and if we register your deposit you will be provided with proof of registration within 30 days. Landlords can also request that we pay the deposit over to them and they are able to register the deposit directly. Details of where your deposit has been registered will be detailed in your tenancy agreement and you should receive written notification from one of the Schemes.

What is a tenancy agreement?

It is a legally binding document between you and the landlord, and relates to the property you are renting. Your agreement will most probably be an Assured Short-hold tenancy, and the initial term is usually for 6 months.

Rent

The rent is payable monthly in advance. Rents thereafter are collected by standing order on a monthly basis. The standing order will be prepared on your behalf and you will sign on the day of occupation and we will forward to your bank/building society. If we have to write to you for any late or missing payments you will incur a charge of £10.00 including VAT per letter to cover administration costs and possibly interest charges that arise from non-payment. We now accept credit card/debit card payments and these are subject to a charge.

What are my responsibilities?

These are clearly set out in your tenancy agreement, which you should read carefully before you sign. If you are unsure about any part of the tenancy agreement, please ask.

There are some jobs that the tenants are expected to do which are considered to be minor and within the ability of most tenants. These include un-blocking of the sinks, replacement of light bulbs and smoke alarm batteries, and general property upkeep. Any major problems should be reported as soon as they happen otherwise you could be held responsible for further damage caused.

Apart from the rent, what other bills would I be responsible for?

The tenant is responsible for all utility bills such as gas, electricity, water telephone T.V. licence, and the Council Tax etc. unless stated otherwise.

Early Termination - What if I want to stay on or leave early?

If both parties have enjoyed the tenancy, then there is usually no reason why the tenancy cannot be extended further. The tenancy will automatically come to an end after the agreed term. It is not necessary for you to sign a new agreement if nothing changes. If there are any changes to the agreement, for instance the rent increases or decreases, or there is a change in tenants occupying the property then it is wise to document this in a new agreement.

If you wish to leave the property at the end of the initial rental period, you would need to inform Irlam Estates or your Landlord in writing, giving one months' notice from a full term. If the Landlord wishes to give you notice to leave the property at the end of the tenancy, he/she would need to give you two months' notice from a full term.

If for any reason you would be likely to leave before the end of the original term agreed, you must negotiate break clauses to be written into the agreement at the beginning of the tenancy. If not, you will remain responsible for the rent until the end of the term agreed, unless a new and satisfactory tenant can be found usually at your expense.

If you terminate the tenancy early there is an administration charge of £50.00 including VAT payable to Irlam Estates.

What must I do at the end of the tenancy?

After informing Irlam Estates or the Landlord of your notice to quit in writing from one full period, you must leave the property in the same condition as was stated at the beginning of the tenancy agreement, or deductions will be made from your deposit. These will include thorough cleaning of both the property and carpets, gardening etc. You must also ensure that all outstanding utility bills are paid in full.

What happens to my deposit at the end of the tenancy?

Either Irlam Estates or the Landlord will contact you to arrange a meeting at the property to carry out an exit inspection and inventory check. Provided there are no missing items, damage, or rent arrears, your deposit will be returned after you leave the property.

If any of the above information is not clear, you can give the office a call and speak to Joanne, Jane or Maureen in the lettings department on 0161 777 9797 ext.2 or lettings@irlamestates.co.uk.

Summary of Charges

Admin/Reference Fee	£95.00 Inc. VAT for the first person (over 18yrs)
Admin/Reference Fee	£50.00 Inc. VAT for each person thereafter (over 18yrs)
Non-Refundable Holding Fee	£100.00 no VAT (one off fee)
Check In/Check out/Dep. Reg. Fee	£50.00 Inc. VAT (one off fee)
Late Rent Letter	£10.00 Inc. VAT each letter
Non-Attendance at inspection	£10.00 Inc. VAT each visit
Early Termination Fee	£50.00 Inc. VAT
24 HR Emergency Call out Fee	£50.00 Inc. VAT (If called out to a non-emergency)
Visa Credit payment	£5.00 transaction fee Inc. VAT
Visa Debit payment	£1.85 Inc. VAT

I have read all the information listed in this document & agree to the terms and charges

I have read all the information in the 'How to rent' checklist for renting in England/Wales

Signed:

Date: