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INFORMATION FOR TENANTS

FINDING A PROPERTY

Our personnel are specially trained and equipped to assist Tenants to find properties to rent that will meet their needs. We maintain a database of properties available to rent and of prospective Tenants and their requirements. As properties become available, our first action is to contact waiting Tenants on the database, who's requirements match the property. Typically, properties to rent become available about two months before occupancy date, so where possible it is advisable to start looking early.

VIEWINGS

Having identified a potentially suitable property, we will arrange a viewing. This will be at a time to suit you, and could be at evenings or week-ends, subject of course to the Landlords permission. All viewings will be accompanied by a member of staff, who will be able to provide immediate advice and answer any questions you may have.

OFFER / APPLICATION

Having decided on a property, you will need to complete a written application form. At this time any details or requirements can be provisionally agreed, such as occupancy date, duration of the letting, etc.

On application, a Reservation Deposit of £300 will be required. Assuming the rental proceeds, this will be deducted from the Fees due before occupation as outlined in this document. If we or the Landlord decline your application it will be refunded. The £300 will not be refunded if you decide not to proceed for any reason, or if the tenancy fails to proceed due to incomplete or inaccurate information provided in the tenancy application, or if you fail the referencing procedure. The full deposit is non refundable..

You will be required to have completed and returned the reference application form to us within 3 working days of placing your deposit. Failure to do so may result in the property being re marketed and you losing your deposit.

REFERENCES

We will take references on behalf of the Landlord. Normally these will include your employer, any former landlord and a character reference. In addition a credit check will be undertaken.

Where a Tenant is unable to meet the required income or credit checks, the Tenant may have a Guarantor (UK Resident) agree to underwrite any rent liabilities. They will have to successfully undergo the same referencing procedure and sign a guarantee agreement. Alternatively the rent for the term may be paid in advance.

On completion of the referencing you will be asked to attend the office to sign the tenancy agreement. This must be signed by all tenants/guarantors within three days of the completed referencing. Failure to do so may result in you losing the property and your £300 holding deposit

IDENTIFICATION

We will also require some identification as proof of whom you are and where you live. This can be in the form of your passport/or photo drivers license and also a recent utility bill or bank statement. If you are a foreign national, we require proof of residency, e.g. A residence permit or visa

RENT

Rents are normally quoted on a calendar month basis. In addition, the Tenant is usually responsible for Council Tax, Water Rates, Gas, Electricity and Telephone costs.

Rents are payable by standing order (unless alternative arrangements are agreed in advance) to our Company bank account monthly in advance, with the first month's rent due before taking occupation of the premises.

Whilst we endeavour to set up a standing order from your account it is the responsibility of the tenant to ensure that the standing order is set up and that the rent reaches the landlord or agent on time.

TERM

All tenancies are for a minimum term of 12 months.

SECURITY DEPOSIT

A deposit (or 'bond') is required prior to occupation. This is normally equal to six weeks rent, but may be more according to our client's request. Check with our representative. The deposit will be passed over to the Landlord once all documentation is finalised and the tenancy commences. If we are managing the property we will hold the

deposit in a tenant deposit account. If the check out procedure is satisfactory the deposit will be returned to you between 5-10 days after check out. Deposits will not be paid back on the day of check out.

You will be provided with full details of the deposit scheme but more details can be found at The Dispute Service <http://www.tds.gb.com/>,

The deposit is held to cover any breakages, damage, or other tenant liabilities. Where we are managing, at the end of the tenancy we will check the property in the presence of the Tenant and assess any damages and deductions due.

If you break the contract before the end of the fixed term or do not give the required notice you may lose all or some of your deposit as it may also be used to cover any costs or fees that the landlord has incurred to re-let the property

Please note that the deposit cannot be used by the Tenant to cover rent.

ADMINISTRATION / AGENCY FEES

A fee is due to this company prior to the start of the tenancy to cover the Tenant's share of administration costs, including preparation of the tenancy agreement and any legal notices, referencing and credits checks, and check-in and check-out. Our standard fee is £46 person for referencing and £150 per property for administration. If you require a guarantor they will also need to be referenced and this will be an additional £46 per person

The tenant will be responsible for the check-out fee which is £75 for one or two bed, £100 for three bed, £125 for four or more bedroom property (all including vat).

UTILITIES and BILLS

All monthly rents are exclusive of utility charges and telephone bills. You are required to transfer the utility supplies for gas, electricity, water and telephone. Gas and Electricity will be supplied by the Utility Warehouse Telephone connection- Dial 150 for British Telecom Customer Services who will help you get connected. There is usually a fee for a new connection particularly in new build developments which is the responsibility of the tenant.

Council Tax- This is not included in the rent, and we ask you to inform your local authority at the start of the tenancy that you are a resident in the property.

TV License- You are responsible for payment of the TV license regardless of whether the TV was provided by the Landlord (approx £135 per year).

Insurance- You are advised to obtain contents insurance for your personal possessions and we are happy to provide information on this.

One condition of this tenancy agreement requires you to have contents insurance which covers a minimum of £2500 for your liability to your landlords belongings. We work in partnership with Endsleigh insurance who offer specialist insurance cover to fit all of your needs. They will be in touch with you shortly to discuss your insurance needs

I/We confirm that we have read and understand the terms as stated above and agree to abide by them:

Signed 1..... Name/s.....

Contact No Email address..... Date.....

Signed 2..... Name/s.....

Contact No Email address..... Date.....

Signed 3..... Name/s.....

Contact No Email address..... Date.....

Property to be let.....