

Leaf Tenant Terms of Business

Requirements for the tenancy to commence.

Referencing completed
Identification submitted
Guarantor agreement signed
Landlord consent
Tenancy agreement signed
Fees and deposit paid

Payments & Fees:

The following fees and payments are applicable and we should have cleared funds by the specified date at each stage of your application or tenancy. Payment can be made online by debit or credit card or direct transfer into our client bank account. There will be a charge for the use of credit cards. Cash payment may be made into our property client account at NatWest. Please allow three working days for funds to clear.

Application & Reservation fee

Payable at the point of application. This does not guarantee a tenancy until the landlord consents and referencing is completed,

Basis of let

The property is offered as seen unless agreed specifically in writing prior to the commencement of the tenancy

The property will continue to be shown by Leaf Ltd until such time as an administration fee is received.

First Month's rent

This is payable three days prior to the start of the tenancy.

Deposit

This is payable prior to, or at the point of, signing the Tenancy Agreement. This deposit will be held by the Deposit Protection Service unless otherwise stated and is fully refunded to you at the end of the tenancy, subject to the property being in a satisfactory condition (which is judged using the Inventory & Condition report) and to the terms of the tenancy having been met. No interest will be paid on the Deposit. Deposits that are not in dispute will be refunded within 10 working days of your end of tenancy date via the DPS website. For further information on the DPS, please visit www.depositprotection.com. The Lead Tenant (the tenant named Tenant 1) will have the final decision on deposit negotiations.

Release of Keys

Address: 135 Cheltenham Road, Cirencester, Gloucestershire GL7 2JF **Telephone:** 01285 898505

Email: info@lpsl.uk **Web:** www.lpsl.uk

Under no circumstances will keys be released until the Tenancy Agreement is signed by all parties, the first month's rent and deposit paid and funds cleared.

Subsequent months' rent

Payable three days prior to the 1st of each month.

Insurance

It is the Landlord's responsibility to ensure that the building has adequate insurance but it is your responsibility to take out a Tenant's Contents Insurance for your own possessions – most policies cover accidental damage to the Landlord's fixtures and fittings which in most instances will safeguard your deposit. If you do not have this in place further details are available from accommodatingu.com.

Tenant's Obligations

Along with paying the rent on a monthly basis and adhering to the terms of the Tenancy Agreement, day to day maintenance of the property and garden (if applicable) is your responsibility. Examples of minor works are unblocking sinks, changing light bulbs and bleeding radiators. Most Tenants will have instructions on how to keep pressure topped up on their central heating system but in the event of any other gas or electrical problem we should be informed immediately. Any work organised without prior consent from your Agent/Landlord may result in you being liable for the cost incurred. Should the property be left unattended at any time, it is your responsibility to ensure that it is properly secured. During the winter months it is your responsibility to take sufficient steps to prevent freezing of water pipes etc.

Late rent payment charge

If a rent payment is missed or made late, Leaf Ltd will charge an administration fee of £50.00+vat (£60) to the tenant for regularising the situation.

In the event of any rent unpaid, stopped or declined, whether proposed by standing order, direct debit, debit card or credit card, the Landlord's costs in the matter will be sought from the Tenant to the extent of £50+vat (£60) per occurrence.

In the event that a payment day is missed, a reminder letter will be sent by the Agent to the Tenant seven days after the missed payment and at weekly intervals thereafter. The cost of sending such a reminder will be incurred by the Tenant at the rate of £50+vat (£60) for each reminder necessary.

VAT

VAT is applicable to all fees stated (not applicable to rents or deposits).

Tenancy Agreement

Your Tenancy Agreement will be an Assured Shorthold Tenancy Agreement (unless we agree a Company Let). Where there is more than one tenant, please note that you will be jointly and severally

liable for both payment of rent and compliance with the terms specified in your Tenancy Agreement. A draft copy will be sent to you by email prior to your tenancy start date and if you have any queries, please be sure to contact us before attending for your move in appointment.

Tenant Obligations

- The tenant(s) will not smoke at the property.
- The tenant(s) will not keep pets at the property (unless otherwise stated).
- In properties where there may be open fireplaces or wood burning stoves, these are to be regarded as a design feature of the property; a fire of whatever nature is not permitted neither by the landlord nor by his insurers.
- The tenant(s) are responsible for ensuring all utilities are paid during their occupation of the property.
- The tenant(s) will ensure that they arrange a TV licence for the property.
- Tenancy agreements will not automatically renew and must be agreed with the landlord for either renewal of a fixed term or a periodic tenancy.
- Any furniture or items moved during the period of the tenancy should be returned to their original location as per the Inventory & Condition Report.
- The tenant(s) should ensure that once their last month's rent is paid in advance, any standing order mandate in place is cancelled. Leaf Ltd are not responsible for this action which can only be completed by the tenant(s).

Inventory & Condition Report

This report contains a list of all fixtures and fittings provided with the property and notes as to the condition of the specified items. You will be provided with this Report for updating once you move into the property and it should be returned to us with any queries within 10 days.

At the end of the tenancy the Inventory will be checked by the inventory clerk who will note any missing items or deterioration in the condition of the property and its fixtures and fittings which cannot be attributable to fair wear and tear. Where the changes are as a result of your misuse, neglect or damage, a charge will be made to your deposit. This charge may be the cost of repair or replacement of the item or an equivalent value cash sum paid to the Landlord.

Inspections

Where we act as the managing agent for the landlord, we will carry out routine inspections on their behalf, and this usually takes place every three months during office hours of 9.00 to 5.00, Monday to Friday, prior notice having duly been given in accordance with the terms of the Tenancy Agreement.

Other applicable fees

Change of tenancy necessitating any alterations to the tenancy agreement, at the request of the tenant and authorised by the landlord, there will be a charge of £50+vat (£60).

Replacement keys if lost are charged out at £15+vat (£18)

Replacement locks if keys are stolen in excess of £120+ dependent upon specification, plus keys to be cut as above, one for each bedroom plus two agent copies and two landlord copies. Locks must be fitted by and keys supplied by a certified locksmith.

Call outs such as tenants locked out of rooms or houses will be charged at £25+vat (£30)

Replacement of furniture at the end of the tenancy returning furniture to its original location. £10+vat (£12)

Hard copies of any tenancy documents £10+vat (£12)

Additional Services not specified herein nor in the Levels of Service documents incur a standard charge of £25.00 + vat per hour.

Out of office hours check in fees (Monday to Friday 9:00-17:00) £50+vat (£60)

This price list is correct at the time of printing (November 2015) and the right is reserved to update at any time.