

TENANT INFORMATION SHEET

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LOOKING FOR RENTED PROPERTY?

Thank you for selecting Tobin Jones Property to assist in your search for suitable rental accommodation. Tobin Jones Property is a family firm that has specialised in property management since 1985. Our staff are keen to assist you in your search and will be happy to give you more information about any aspects of the letting market, procedures or individual properties. Please do not hesitate to ask.

PROPERTY PARTICULARS

Detailed particulars of all properties available to rent can be collected from our offices or upon request can be sent to you by post or email. You will be invited to join our mailing list to ensure you receive details of suitable properties as they become available. Once you have seen details of a property that interests you a personal viewing can be arranged. If the property is empty then a viewing can be arranged immediately otherwise appointments may need to be made with current tenants or a landlord and could take longer to arrange.

Our property details all show the procedure for arranging a viewing. It is essential that you see a property before you apply for it and the responsibility to ensure that you are clear about what is or is not included in the tenancy is yours. Most of the property we offer is unfurnished except for carpets, curtains and cooker but some are furnished to varying degrees and the exact items within a property needs to be carefully ascertained prior to the tenancy start. We suggest you ensure that this is confirmed from the property inventory and in writing before you commit to the tenancy.

APPLYING FOR THE PROPERTY YOU LIKE

When you have viewed the property you will need to make an application to rent it. This involves giving us your bank and other personal details. If you have rented before we will require your previous landlord details. We fax your application form to our referencing specialists who will check your financial and personal references.

This normally takes two to three days. All persons over 18 need to complete individual application forms. The fee for the references is £60.00 per application. At this stage if you wish to hold the property you will need to pay a £200.00 holding deposit. This holding deposit is taken subject to contract and is non refundable if you pull out of the letting. If the landlord opts not to proceed then it is refundable but will be paid back to you as a cheque. The holding deposit will be added to your dilapidations deposit when you start the tenancy. The holding deposit will take the property off the market until your references have been returned but in the event we cannot contact you we reserve the right to remarket and refund the holding deposit.

Please note that even if your references are acceptable the landlord has a final veto over whether or not you can rent the property. Once we know your application has been successful we will contact you and let you know and arrange an appointment for you to collect a draft tenancy agreement.

COLLECTING AGREEMENTS

At this point we can plan dates and times for the tenancy to commence. Normally we will post the draft tenancy agreement from our offices but in some instances you can arrange to collect it from our office. We make a charge of £200.00 for preparing the tenancy agreements and the property inventory and you will pay this when you sign for the property, please note this cost also covers your check out. In most cases tenancy agreements are for six or twelve months. We ask you to note that if after paying these monies you opt not to commence the tenancy the £200.00 fee is non refundable. If for any reason the Landlord opts not to proceed then the payment is refundable in full.

Please also note that although you have collected a draft tenancy agreement neither you or the landlord are committed to proceeding with the tenancy. Both parties are committed only when the tenancy agreement has been signed. If you are in a position where the certainty of the tenancy commencing on a certain date is important, it is wise to ask about signing the agreement prior to the date you wish to move in. This is possible in many cases and reduces the small chance of the landlord pulling out at the last moment.

We recommend most strongly that you take the tenancy agreement to your solicitor to have it checked. We will have explained the tenancy agreement but please note that we are employed by our landlord and you should seek your own independent advice. Most local solicitors are familiar with our agreements but it is wise to obtain a firm quotation from the solicitor prior to reading it and commenting. We will at this appointment arrange a further appointment for you to start the tenancy on the day you wish to move in. Please note that it is possible in some cases to arrange for collection of the tenancy agreement and the starting of the tenancy on the same day but cannot be guaranteed.

STARTING THE TENANCY

It is necessary for all parties to the agreement to be present for this appointment. It is also important that you bring with you the first months rent, deposit and documentation fee either in the form of a bankers draft. Some Building Society cheques are acceptable to us but personal or business cheques are not (for this appointment only) and if you have to make payment by this method it is necessary to allow five days for the payment to clear. If you do not comply with this payment method the tenancy cannot start!

We will ask you to sign the agreement at this stage, furnish you with several information sheets which will be of assistance to you during your tenancy and give you the keys for the property.

THE TENANCY AGREEMENT

As stated above most of the agreements are for six or twelve months at a time and all require payment of rent on a per calendar monthly basis, monthly in advance.

We also take a dilapidations deposit equivalent to one months rent but plus £200.00 (the holding deposit) which we hold until the end of tenancy without paying any interest. These monies are paid back to you at the end of tenancy providing the property is handed back without damage over and above fair wear and tear.

The maintenance of the fabric of the property is the landlords responsibility but any accidental breakage's or damage above fair wear and tear are the responsibility of the tenant.

The payment of Council Tax and water rates is normally the responsibility of the tenant and we will furnish you with the information you need to transfer these accounts into your name at the start of tenancy. You will also be responsible for the payment of the utilities, gas, electricity and telephone as applicable.

We trust that the above information will be of assistance to you in making your selection of a suitable home but if there are any aspects that we have not covered or which require further explanation please do not hesitate to speak to any of our members of staff.

TOBIN JONES PROPERTY
Pre-tenancy information sheet