

SURREY BRANCH
132 High Street
Godalming Surrey
GU7 1AB

[t] 01483 527171
enquiries@surreyandhants.co.uk

TENANT INFORMATION SHEET

The details given below are for your guidance and information, please keep in a safe place for reference.

ADMINISTRATION FEE: Once you have viewed a property that you would like to consider for a tenancy, a fee of either £265 including VAT for one person or £500.00 including VAT. for a private let (if references have to be taken on more than two people there will be an additional charge of £125.00 including VAT for each person) or £500.00 including Vat. for a company let, will be required. The charge is levied towards costs for taking references and drawing up the tenancy agreement and legal notices. Please note this fee is non-refundable should you wish to withdraw from the let or should we receive unsatisfactory references or if the prospective tenant fails to supply a FULLY completed application form to Surrey and Hants Limited within 7 days of submitting their administration fee. If a guarantor is required, an additional sum of £125 including VAT will be required, prior to commencement of the tenancy for the referencing of the guarantor and the preparation of the guarantor agreement.

RESERVATION MONIES. £400.00 will be taken at the same time as the administration fee. This is in order to reserve the property and remove it from our availability list. The Reservation Monies will be taken off the first month's rent or will be returned if insufficient references are obtained. The Reservation Monies will not be returned if the tenants decided to withdraw from the application or if the prospective tenant fails to supply a FULLY completed application form to Surrey and Hants Limited within 7 days of submitting the Reservation Monies.

REFERENCES: An application form will be given to you asking for written references including one from your employer (including salary information) and you will also be credit checked. Homeowners will be required to provide their latest mortgage statement. Additional references may be required as necessary. Failure to supply the fully filled in application form along with any further, requested, information within 7 days of submitting the holding fee & admin fee will result in the application being rejected and will result in forfeiture of both the holding fee and admin fee. The referencing procedure normally takes two/three working days from receipt of the completed application form; **depending on the time it takes your referees to respond.**

DEPOSIT: The equivalent of one and a half months rent, payable by bankers draft or card, as stated below, which will be held by Surrey and Hants Limited as stakeholders to the deposit. Provided there are no disputes over unfair wear and tear, damage or dirt, rent outstanding or unpaid utility bills, the deposit will be returned to the tenant at the end of the tenancy. **Under no circumstances** can the deposit be used as part or all of the last month's rent. Surrey and Hants subscribes to an insurance based Tenancy Deposit Scheme, details of which have been brought to your attention.

TENANCY AGREEMENT: A tenancy agreement will be drawn up. The signing will take place at our office. You will then be given keys to the property together with information concerning the let, subject to the rent and deposit being obtained. Please note that all tenants and guarantors named on the tenancy agreement must sign the necessary documentation before commencement of the tenancy, keys will not be released before this happens.

RENT: One month in advance plus deposit payable by bank transfer to made at 72 hours prior to the tenancy commencement date. If paid by cash a £20.00 handling charge will be levied and must be pre agreed, then by monthly standing order from only one bank account, one week in advance of the rent due date. Please ensure that if cash is paid it is the exact amount, we do not carry cash in the office and change is not available. Please note that you will be required to complete a standing order form at the same time as the tenancy agreement and so it is imperative that you know which bank account you would like the rent to come from.

EXTENSION/RENEWAL: Should the tenants wish to extend the term of the original agreement or subsequent agreements there will be a charge of £125.00 including VAT to cover their share of the cost of preparing documentation for each and every extension or renewal.

CHECKOUT ADMINISTRATION: At the commencement of the tenancy you will be given a copy of an inventory, you are advised to thoroughly check it. On expiry of the tenancy the inventory will be checked. A charge of £84.00 including VAT per tenant will be payable by the tenants to cover their share of the cost of administration in terminating the agreement and arranging check-out and this charge will be taken from the tenant's deposit.

OVER PAYMENT OF RENT AFTER VACATION OF PROPERTY:- In the unlikely event that you forget to cancel your standing order and pay rent even though you your tenancy has come to an end a charge of £54.00 including VAT will be charged for returning the over-paid rent.

TENANCY REFERENCE – Should you require a reference from Surrey and Hants Limited on how you conducted your tenancy an administration fee of £50.00 including VAT per reference request will be levied and will need to be received prior to the reference being completed.

I/we have read and fully understand the above

signed.....date.....name in capitals.....

signed.....date.....name in capitals.....

signed.....date.....name in capitals.....

**SURREY AND HANTS LIMITED RESERVE THE RIGHT TO ALTER PAYABLE FEE'S AT ANY TIME.
ALL TENANTS TAKING OCCUPATION OF THE PROPERTY ARE TO SIGN THIS DOCUMENT**

www.surreyandhants.co.uk