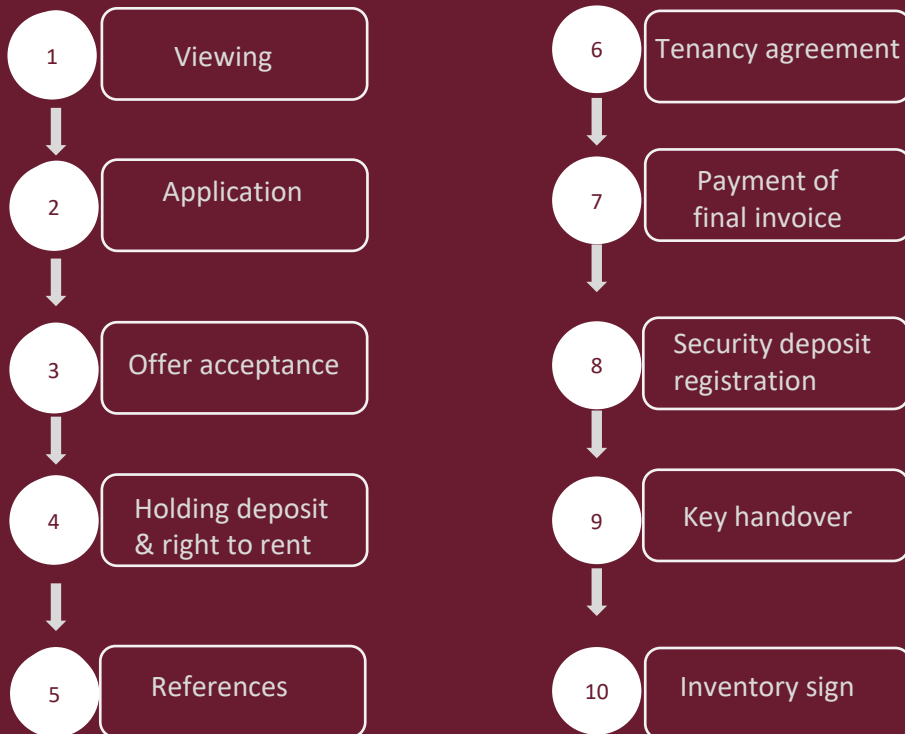


Tenants guide to letting

ALBURY
& HALL

The move in process



Other thoughts -

The logo for Albury & Hall, featuring the company name in a white serif font on a dark red square background.

Application:

Once you have found a suitable property, all tenants above the age of 18 will need to sign the application form, which is your offer to the landlord. This form gives us the correct details to progress the tenancy.

Holding deposit & required documents:

A payment to indicate your commitment is required once the landlord has accepted your offer. This will be a maximum of 1 weeks rent. Under certain circumstances this deposit is non refundable which is explained further on the application form itself.

We also require right to rent information and a proof of your current address.

References:

You will then here from our referencing company called Vouch. You will need to fill out their form in order to start this process.

Tenancy agreement:

Once the references have been approved by the landlord, you will then receive your tenancy agreement which outlines tenants and landlords obligations. This needs to be signed by all parties before a tenancy can begin.

Security deposit:

A security deposit is required which will be held with the DPS (deposit protection service). This will be a maximum of 5 weeks rent. The deposit is held against any damages or expenses arising during your tenancy and will not be released until after you vacate the property, all rent has been paid up to date and we have written confirmation of any costs for damages from both parties.

Move in:

We will arrange to meet you to hand over your keys to your new property. The inventory will be supplied along with all safety certification and relevant information to your tenancy.

Tenant fee's -



Permitted charges under the tenant fee act:	
First months rent	In advance, as agreed
Tenancy deposit	Maximum of 5 weeks of the rent
Holding deposit	Maximum of 1 week of the rent
Early termination request	A charge not exceed landlords financial loss
Utilities, broadband, phone, TV & Council tax	At tenants cost arranged by the tenant unless specifically stated
Default charge for replacement of lost key or security device	At cost price



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