

GUIDE FOR PROSPECTIVE **TENANTS**

These notes are intended to clarify many points or questions that prospective tenants may have about letting a property through Nye & Co Estate Agents. If you have a question or comment not covered by these notes please do not hesitate to contact us, we will be happy to assist you.

1. All potential tenants must be over the age of 18. Minors will only be considered when living with parent/s or legal guardian/s.
2. The minimum duration of a tenancy is six months; the maximum is at the discretion of the landlord.
3. **Nye & Co Estate Agents** will reference each individual tenant, through the referencing company Van Mildert, who will contact you via email. Should a tenant/s fail the referencing procedure a tenancy will **not** be offered under any circumstances.
4. The landlord reserves the right to refuse a tenant/s application for a property even if they have passed the referencing procedure.
5. A holding deposit of one weeks rent will be taken prior to referencing. If a tenant/s application is not successful due to something the tenant has not declared then **Nye & Co Estate Agents** may have the right to retain the holding deposit.
6. A deposit of five weeks rent is payable within 14 days of receipting the holding deposit (holding deposit can contribute towards this). The deposit is retained by **Nye & Co Estate Agents** or by the landlord depending on who is managing the property. This is held until the termination of the tenancy and is returnable subject to any dilapidations assessed or any outstanding accounts.
7. The deposit and the first months rent **must** be paid in cleared funds within 14 days of receipting the holding deposit.
8. **Nye & Co Estate Agents** will arrange a detailed inventory of the property, its contents and condition, and photographs by an independent inventory clerk. The tenant should check this and report to us any discrepancies. At the end of the tenancy we will refer to the inventory as part of our check out procedure.
9. Prospective tenants should allow at least 10 working days between submitting the application and moving in. Available dates are subject to change without notice and prospective tenants should check with us before giving notice on current rented accommodation or arranging removals.

10. **Nye & Co Estate Agents** will arrange for Gas and Appliance safety certificates to be carried out or current prior to the occupation of any tenant/s.
11. The tenant/s are responsible for all services including telephone, water rates, council tax, fuel, and electricity unless otherwise stated. **Nye & Co Estate Agents** will arrange for accounts to be transferred into the tenant's name.
12. If **Nye & Co Estate Agents** are managing the property we will arrange for any maintenance and repairs necessary, subject to the landlords approval, provided it is not caused by the tenants misuse or neglect. If we do not manage the property the tenant must contact the landlord directly. The cost of work carried out without the landlord's consent will be the responsibility of the tenant.
13. If **Nye & Co Estate Agents** are managing the property, we will endeavour to attend to repairs in the shortest possible time. We have a reliable list of regular contractors that endeavour to make repairs in an efficient and timely manner. **Nye & Co Estate Agents** cannot be held responsible for the attendance of contractors within set time periods.
14. Tenants are not to arrange repairs on any property without either the approval of the landlord or without contacting us. This is of course with the exception of an emergency, in which case repairs can be made only in the event that we are un-contactable and only to necessitate the containment of the problem and to limit damage to the property.
15. **Nye & Co Estate Agents** are obliged to inspect all managed properties; we will always provide written notice of our intention to carry out an inspection.