



## Tenant Information & Fees

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[www.matchproperty.co.uk](http://www.matchproperty.co.uk)

# TENANT INFORMATION

**Please note this is an important document which must be read by every ingoing tenant. It is the responsibility of the tenant to ensure they understand the contents of this form and to raise any queries they may have prior to entering into a Tenancy Agreement.**

## 1. TENANCY SET UP & APPLICATION

We will use the services of a Referencing Agency to apply for references and you will be asked to complete a Referencing Agency application form.

Under the Data Protection Act, we hereby inform you that the results of any referencing WILL be made available to the Landlord in order for him to make a decision as to whether to let to you. We are unable to show, give or copy the referencing report to you but will provide you with the details of the Referencing Agency used, for you to contact them directly should you have reason to do so i.e. if you are declined.

A Holding deposit will be required when your application is accepted, prior to being processed. We cannot process your application until a holding deposit is paid. (See Appendix 1) Once paid the property is held for you until completion of your application. We will check your application before a holding deposit is paid to ensure there are no reasons for you to be declined due to affordability issues, for example, based on the information you have provided. This holding deposit is refundable. However, there are some circumstances where some or all of the deposit may be retained, for example, if you provide inaccurate information or chose to withdraw your application. See full details [here](#)

## 2. RENT

The first rental payment is made payable to 'Match Property' and must be in the form of cleared funds (see Appendix 2 - Payment Methods) before a tenancy can commence. Thereafter rent is payable monthly in advance by standing order.

## 3. SECURITY DEPOSIT

An amount equivalent to 5 weeks rent is required as a deposit against any sum owing by the Tenant to the Landlord for damage and dilapidations or rent unpaid. This too is payable to 'Match Property' in the form of cleared funds (see Appendix 2 - Payment Methods) before a tenancy can commence. At no time can it be used in payment for rent during the tenancy.

Match Property will use the Deposit Protection Scheme (DPS) to register your deposit. This means that at the end of the Tenancy, you will enter into negotiations with your Landlord and the deposit will be released, on written confirmation from both parties. However, if there are disputes over how the deposit should be allocated at the end of the Tenancy which cannot be settled, the dispute will be referred to the DPS.

For further information, please refer to your Tenancy Agreement.

## 4. TENANCY AGREEMENT

Match Property are drawing up the Tenancy Agreement on behalf of the Landlord. The Tenancy Agreement must be signed prior to occupation. In the case of a Company Let, the Tenancy Agreement must be signed by an authorized signatory of the Company. We will require confirmation of the signatory's position within the Company and of their authority to sign the Tenancy Agreement. Further charges may apply in the event that your tenancy is renewed for a further term and/or there is any amendment to the terms of the Tenancy.

Our recommended Tenancy Agreement, and the most widely used, is the Assured Shorthold Tenancy, which is for a fixed period, usually 6 or 12 months. The period is 'fixed' and the Landlord has to provide 2 months notice to end the Agreement at the end of the 6<sup>th</sup> or 12<sup>th</sup> month – the Tenant only has to provide 1 month's notice i.e. at the end of month 5 or month 11. *If either party fails to serve notice at the end of the Tenancy Period, the Agreement continues and becomes Periodic i.e. month to month. However, in a Periodic Tenancy, the Landlord will still be required to serve 2 months notice, and the Tenant only 1.*

## 5. JOINT & SEVERALLY LIABLE

Where more than one person is the Tenant, they are all jointly and severally liable for payment of the rent.

## 6. STAMPING

Please note that you will be liable to pay the Stamp Duty Land Tax for tenancies with a rental value of £125,000 or more including any renewal or extension of the initial term. The Stamp Duty Land Tax may not be applicable in the first year of the tenancy but may be well in subsequent years if the combined total value exceeds £125,000. We would advise you to contact your Tax Advisor or the Inland Revenue in respect of this matter. For your information the Inland Revenue's website address is [www.inlandrevenue.gov.uk](http://www.inlandrevenue.gov.uk). Please note that it is an offence if Stamp Duty Land Tax is not paid to the Inland Revenue.

## 7. INVENTORY & CHECK-IN

You will normally be checked in against an Inventory prepared by us or an independent inventory clerk. The cost of this will be borne by the Landlord. Access to and possession of the property will not be granted until the completion of the inventory check.

## 8. INVENTORY CHECK-OUT

At the end of the tenancy the inventory will be checked out against the same Inventory and, where possible, by the same inventory clerk/person. The cost of this check out is borne by the landlord.

## 9. COUNCIL TAX

Rents are quoted exclusive of the Council Tax, unless otherwise stated, which is not part of any negotiation. The Council Tax is the responsibility of the Tenant/Occupier and must be paid direct to the local authority. It is the tenants responsibility to inform the Council when the tenancy starts and ends.

## 10. SERVICES

You will be responsible for the water, gas, electricity and telephone/broadband in the property, unless otherwise stated. This also applies to any deposits required by these companies. Please note that new tenants risk disconnection unless deposits are received by the respective companies prior to occupation. *Please ensure that you contact the appropriate companies at the commencement of the tenancy to have the services transferred into your name. The companies will NOT accept our instructions on your behalf.*

## 11. TV LICENCE

If you use or install a television or watch TV via PC/mobile devices, you are required by law to have a valid TV Licence. For more information please call 0844 800 6790 or look at the following website [www.tvlicensing.co.uk/index.jsp](http://www.tvlicensing.co.uk/index.jsp).

## 12. INSURANCE

During the course of the tenancy the Landlord's contents/fixtures and fittings are insured against forcible entry theft and water/fire damage caused through a system fault or failure. However, YOU will be liable for any damage caused by you to the Landlord's property, furnishings, fixtures and fittings. As such we strongly recommend you take out insurance that covers the landlords fixtures and fittings against accidental damage. Furthermore, your own personal belongings will NOT be insured. We therefore strongly recommend that you arrange for your own Contents Insurance. Match Property can provide you with a quotation when applying for references.

## 13. DAMAGE TO APPLIANCES

Please note that if a service engineer reports that damage was caused by improper use rather than wear and tear, the cost of repair/replacement will be entirely the responsibility of the Tenant.

#### 14. GUESTS STAYING

Whilst it is expected that Tenants may wish to have occasional guests to stay for short periods, please be aware that this could constitute a breach of your Tenancy Agreement. Long term or multiple guests may result in action being taken to terminate the Lease. Please check the clauses in your tenancy agreement relating to guests.

#### 15. CONDITIONS OF LETTINGS

Please remember that if the let has been agreed on the basis of pets being prohibited, that you are under obligation to comply.

Failure to do so will constitute a breach of your Tenancy Agreement. If the Landlord has agreed to pets inside the property, the Tenancy Agreement will reflect this and usually place certain obligations on the Tenant in regard to returning the property in the same condition at the end of the tenancy. Please refer to the Tenancy Agreement.

All properties let by Match Property are non smoking properties whereby smoking is prohibited inside the property.

# APPENDICES

## APPENDIX 1 - TENANT CHARGES

Before you move in:

### **1.1 Holding Deposit**

#### **Equal to 1 weeks rent**

This is a refundable deposit which will be required once your application is accepted for processing. The property will be held for you during the processing period. However, if you provide inaccurate or misleading information or chose to withdraw your application the holding fee may be retained to cover the landlords reasonable costs incurred. See [here](#) for more information.

### **1.2 Guarantors**

#### **No charge**

If needed guarantors will need to be referenced, obtaining references from current or previous employers and any other information to assess affordability/suitability.

### **1.3 Security Deposit**

#### **5 x the weekly rental amount**

This will be protected in the Deposit Protection Scheme, a government authorised scheme and may be returned at the end of the tenancy.

### **1.4 Returned payments**

#### **£25 each occurrence**

Payable if overpayments of rent are made in any circumstance.

### **1.5 Late Rental Payments**

#### **3% of the rent**

Interest payment for the late payment of rent - up to 3% above Bank of England's annual percentage rate

### **1.6 Early Termination Fees**

Payments associated with early termination of a tenancy (capped at the landlord's loss or the agent's reasonably incurred costs)

### **1.7 Changes to a Tenancy**

#### **Maximum £50**

Payments to change a tenancy agreement e.g. change of tenant (capped at £50 or, if higher, any reasonable costs)

## APPENDIX 2 – PAYMENT METHODS

The following are acceptable methods of payment of fees (not including rent and security deposits): -

BACS Transfer/ online payment/in branch deposit – we do not accept cash in the office

Tenants should ensure the required monies are provided to Match Property by deposit or transfer in a timely manner and will receive a receipt for proof of payment. For your information, our Bank Account Details for direct payments are: -

NATWEST

Sort Code: 60-02-03

Account No: 58865470

Account Name: Match Property