



## Information for a prospective tenant

### Introduction

This page will provide you with all you need to know on the process of applying for a property with Peace of Mind Lettings, all the way through to collecting the keys to your new home.

### Making an offer and reserving a property

After making an offer for the property via Peace of Mind Lettings' Online Platform, and having this accepted by the landlord, you will be asked to pay a holding deposit (maximum one weeks' rent) which will go towards your first months' rent. This will ensure that we offer your property to no one else.

Upon payment, you will be asked to complete a reference request form from our referencing department. The referencing procedure will include:

Credit status checks

Employment checks

Previous landlord reference

Any other information to help assess the affordability check

ID check

We request you email [letting@peaceofmindlettings.co.uk](mailto:letting@peaceofmindlettings.co.uk) with a scan of your passport and proof of address (bank statement/utility bill) for each tenant within **24 hours of paying the holding deposit.**

### Holding deposit

A holding deposit (maximum 1 weeks' rent) will be taken with the application for the tenancy. If the application is successful the holding deposit will be put towards the first months' rent.

If the applicant fails the Right To Rent check, the applicant will forfeit the return of the holding deposit.

If the applicant pulls out of the application, the applicant will forfeit the return of the holding deposit.

If the applicant provides false or misleading statements in the application, the applicant will forfeit the return of the holding deposit.

If the applicant misses the 15 calendar day deadline for signing the tenancy agreement, the applicant will forfeit the return of the holding deposit.

### **Start date of tenancy**

At the point of making an offer, you will be asked for a preferred date for the commencement of your tenancy. Please note that we require a minimum of 7 days to complete the administration on a new tenancy. This move in date will not be confirmed until referencing has been completed. We would also advise that no removal services are booked until the time to collect your keys has been agreed.

Should the tenant request this date be changed following the drawing up of tenancy agreements (should the landlord agree), an administration charge of £30 inc. VAT will be payable by the tenant.

### **Tenancy agreement**

Following a successful referencing application, you will be emailed the Tenancy Agreement. Please read this carefully as it is a legally binding document. Should you have any queries, please do not hesitate to contact us.

We offer initial tenancies of either six or twelve months. At the conclusion of this term, subject to agreement from the landlord, you may be offered another fixed term contract, or the tenancy will roll on a month by month period basis.

We would ask you sign and initial the agreement where applicable within 5 working days of receipt. Once you have moved in, a copy of this agreement will be emailed to you signed by, or on behalf of, the landlord.

### **Deposit**

You will need to pay a deposit for the property, one months' rent. This will be registered in a recognised deposit scheme for the duration of your tenancy. As part of the registration process, we would ask you to read and sign the Prescribed Information within 5 working days of receipt.

### **Initial monies**

Prior to you moving in, you will need to pay the outstanding balances on your account which you will receive following the return of satisfactory references. This will include your first months' rent and deposit.

The funds must be cleared at least 5 working days prior to the commencement of your tenancy.

### **Furnishings**

The inclusion of furnishings and appliances within the let should be discussed prior to the signing of agreements. Levels of furnishing vary greatly and no set precedent exists. If you require clarification on what will be included, please contact us at your earliest opportunity. We will ask the landlord to supply a brief list of furnishings at this stage

Peace of Mind Lettings or the Landlord will not be held liable to supply items that are assumed to be included.

### **Inventory**

Prior to, or on the day of you moving in you will be supplied with a schedule of condition for the property. We would ask you to check this carefully, amend if necessary, and sign where appropriate. It is our policy for you to sign and return this inventory before you move in.

**Move in**

We will arrange for you to meet either our Local Agent or the Landlord at the property on the day of the commencement of your tenancy. All tenants are required to bring their passport with them to the handover. You will then be provided with all relevant contact information and keys.