

Advice for Tenants – *Let Only*

The property you have chosen to rent has been marketed by Bluerow Lettings on behalf of the landlord. The landlord has retained Bluerow Lettings on a “*Tenant Find*” only basis. This leaflet explains what is expected of you as an applicant, including the fees and charges that you will be required to pay. The leaflet also describes the responsibilities of Bluerow Lettings in the case of a “*Tenant Find*” letting.

1. Bluerow Lettings will spell out clearly your obligations and the charges that you will be expected to pay.
2. Bluerow Lettings will require proof of identity of each named prospective tenant (i.e. Passport or Photo Driving Licence) originals only as copies will not be adequate prior to drawing up the tenancy contract. Your previous address will be checked by our referencing company.
3. Following receipt of your proof of identity, Bluerow Lettings will take up references for each applicant. There is a non-refundable charge of £100.00 (inclusive of VAT) payable per applicant. This charge must be paid before commencement of the referencing process. During this time the property chosen is deemed to be “under reference” and Bluerow Lettings will not undertake further viewings.
4. The referencing company used by Bluerow Lettings is MARAS Group. We will advise each applicant of the outcome of the referencing process.
5. In the event that an applicant is deemed to have insufficient income to cover the agreed rent for the property. Bluerow Lettings will advise how the guarantor scheme works should MARAS group request one. Bluerow Lettings will advise applicants of the role and responsibilities of the guarantor. The guarantor will be required to provide proof of identity and to undergo referencing. A non-refundable fee of £50.00 is payable in advance.
6. Maras group use the following formulae when assessing ability to meet the rental costs Tenant(s) ($33.3\% \times pcm = \text{annual salary required}$) and for guarantors ($35\% \times pcm = \text{annual salary required \& home ownership}$)
7. Following receipt of satisfactory references Bluerow Lettings will advise the applicant(s) of all monies that they will be required to provide prior to signing the tenancy agreement. The minimum of month’s rental will be required to serve as a dipalidations deposit and will be placed into DPS – Deposit Protection Scheme. A minimum of one month’s rental must be paid in advance plus any other monies that appear in the special conditions of the tenancy agreement.

8. Bluerow Lettings will draw up the tenancy agreement and will explain any previously negotiated special conditions. Once signed, a tenancy agreement becomes a legally binding contract and we strongly recommend applicants to seek the guidance of either a solicitor or the Citizens Advise Bureau before signing.
9. Bluerow Lettings will explain to the tenant(s) where their deposit is lodged and how to claim it back.
10. Bluerow Lettings will advise the tenant(s) as to their liability to ensure cleared funds reach the Agents/Landlord's bank account by the agreed rent due date and will prepare a standing order to facilitate this.
11. Should Bluerow Lettings have been instructed, an inventory of the property will require signature at Check-in. The tenant(s) will be advised that they seven days in which to advise Bluerow Lettings in writing of any discrepancies. A tenant(s) must pay £25 in advance for the inventory and schedule of condition to be checked and approved by the agency on check out.
12. Keys to the property will be handed over at check in which will be one set per tenant.
13. Bluerow Lettings will advise the Local Council and the relevant Utilities as to the change of occupier. At the end of the tenancy proof of final payment of bills relating to these services must be presented before the deposit is released.
14. Bluerow Lettings will explain to the tenant(s) their obligations for the maintenance and upkeep of the property as failure to observe these may lead to charges being deducted from the deposit at the end of the tenancy.
15. Bluerow Lettings is an internet based company and use phone, fax, e-mail and SMS text to communicate with our applicants, tenants and landlords. All communications are retained on file. It is imperative, therefore, that applicants and tenants advise Bluerow of any changes to contact details in order to ensure effective future communication.
16. Bluerow Lettings is an internet based company who do and will use phone, fax, e-mail and SMS text to communicate with our applicants, Tenant(s) and Landlords. All communications are retained on file. It is imperative, therefore, that applicants and tenants advise Bluerow of any changes to contact details in order to ensure effective future communication.