



duncan
yeardley

Your guide to
renting a property
with Duncan Yeardley

We know that renting a property and moving home can be both an exciting and stressful time and we will do all that we can to make the process go as smoothly as possible for you. This guide explains the renting process and everything required of you along the way.

Tenancy Application

Having decided on a property, the first step is to complete and return the application form found at the end of this booklet or on our website. Once your application is approved, a set-up fee will also be payable at this time, which covers referencing (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers and landlords and any other relevant information to assess affordability), contract negotiation and arranging the tenancy and agreement.

Please note that if you choose not to go ahead or if the tenancy fails to proceed due to incomplete or inaccurate information provided in your application, the set-up fee will not be refunded.

Holding Fee

To secure your chosen property, a holding fee will be required in order for us to hold the property for you whilst we carry out the referencing process. Assuming the rental proceeds, this fee will be deducted from the rent due before occupation.

References

We will take references on behalf of the landlord. These are carried out by an independent referencing company and will normally include your employer, or accountant if you are self-employed, and any current and former landlords or letting agents. In addition, a credit check will be undertaken.

Where a tenant is unable to meet the required income or credit checks, a guarantor may be needed who must also undergo full reference checks and agree to underwrite any rent liabilities.

Documents

We will need to see original copies of the documents below:

- Photographic identification - passport or National Identity Card
- Proof of address within the last three months - bank statement or utility bill
- Last three pay slips (or two per month if you are paid weekly)
- Your latest tax return, if self employed

If you have moved to England from within the EU, we will need the address from your country of origin and your worker's registration scheme. If you are from a non-EU country we will need to see your Visa or right to live in the UK.

Tenancy Agreement

Once we have received satisfactory references and a tenancy start date has been agreed, your tenancy agreement will be drawn up and sent to you by email to be signed electronically via DocuSign. To avoid any confusion later on, we recommend that you look closely at the dates, rental and deposit figures and any details of the minimum term and notice periods, as these

cannot be changed once the document is signed.

At this time we will also send you an invoice for the monies that must be paid to us in cleared funds at least 48 hours before the tenancy starts, being the first month's rent and the deposit.

Security Deposit

You are required to pay the deposit prior to occupation. This is normally equal to one and a half months rent, unless pets are accepted in which case it is equal to two months' rent. Where we are managing the property or collecting the rent, this deposit will be held by us and as required by law, registered with the Tenancy Deposit Scheme (TDS). For Let Only properties the deposit will either be held by us or taken and registered by the Landlord.

At the end of the tenancy, a check-out will be completed. Any deductions will be proposed and the deposit will not be released until both parties are in agreement and have confirmed in writing to us that they are happy to proceed with these. If deductions are agreed, these are deducted from the initial security deposit along with the check-out fee and the remainder of the deposit is then returned to the tenant.

Rent Payments

Rents are quoted on a calendar month basis and are payable by Standing Order into a nominated bank account monthly in advance, with the first month's rent due before taking occupation of the premises.

Remember – it is a legal requirement to ensure rent payments are made on time each month and it is your responsibility to set up the Standing Order directly with your bank. You may be charged interest or an administration fee for any late payments.

Utilities

Unless otherwise stated, you will be responsible for the payment of:

- Council tax
- Water
- Gas
- Electricity
- Telephone, plus any reconnection fee
- Broadband, TV licence and any other media subscription, e.g. Sky or Virgin Media

As part of the set-up process, meter readings will be taken at check in and we will inform the utility providers of these and the new occupiers' names. However, it is important that you also contact the relevant providers to confirm your new account details and payment instructions.

Inventory

The inventory is a detailed report of the property and its contents and the condition of fixtures, fittings and any furniture. This will be recorded at the start of the tenancy and will be agreed by you at check in, when any amendments can be made if necessary. A copy will be provided to you and will be used at the end of your tenancy to check for any loss or damage.

The landlord is required to cover the cost of the inventory and check in and the tenants will be required to cover the cost of check out at the end of the tenancy.

Moving in

Once the tenancy agreement has been signed and we have received the security deposit and first month's rent in advance, you are able to move in on the pre-defined tenancy start date. You will meet with the inventory clerk at the property on move-in day, who will run through the inventory with you as part of the check in process. The inventory will need to be accepted and signed, at which point you will be given keys to the property.

Insurance

It is strongly advised to hold adequate liability insurance against accidental damage caused by the Tenant to the Landlords Fixtures and Fittings at the Premises, as described in the check in Inventory and Schedule of Condition. You should also consider insuring your own possessions. We can refer you to an Insurance company to obtain a competitive quote for this.

Management and inspections

If your landlord is using our managed service, we will provide you with details of who to contact should you need to report any maintenance issues or other problems during your tenancy. We will carry out quarterly property inspections which will be arranged with you in advance. A report will be created at the time of the inspection and a copy provided to the landlord and tenant, if necessary highlighting any issues that need to be addressed. Any suspected gas escapes should be reported immediately to Southern Gas Networks on 0800 111 999.

Pets

If a landlord is happy for pets to be kept at the property, you will be required to pay a larger deposit equal to two months' rent. We will also make some changes to the tenancy agreement to ensure that the property is cleaned to an acceptable standard when you come to leave. If you consider getting a pet after your tenancy has started, you must seek permission from the landlord prior to doing so.

Renewing your tenancy

We hope that you will enjoy a long and happy tenancy in your new home. Should you wish to stay in the property at the end of the agreed fixed term, a new tenancy agreement will be drawn up and you will be required to contribute towards the cost of the negotiation, amendment and updating of the tenancy and agreement.

Change of occupier

Should the need arise, we can transfer the tenancy from one person to another, subject to the landlord's approval and satisfactory references. An additional fee will be payable.

Ending your tenancy

We know that all good things come to an end so when the time comes for you to move on, you will need to give us two months written notice, which must correspond with the minimum term of your tenancy agreement.

If you wish to terminate your tenancy before the end of the minimum term, this will be at discretion of the landlord and you may be liable for unexpected costs incurred by the landlord, such as an inventory and check in of the new tenants.

Moving out

At the end of your tenancy, a check out will take place and a report provided to both the tenant and landlord. The report provides details of the property's condition at the start and end of the tenancy period and will highlight any discrepancies that have arisen.

You must ensure that all of your items are removed from the property and it is left in the same condition as when you moved in, allowing for fair wear and tear. This may well require you to arrange to have the property professionally cleaned, including carpets, windows and curtains. The tenant is required to pay the cost of the check out at the end of the tenancy and the charge will depend on the size of the property.

Your responsibilities as a tenant

We know that you will look after your new home but we are obliged to remind you of the responsibilities you will be liable for, once the tenancy starts.

- Regular cleaning of the property so it is returned in the same condition
- Replacing lightbulbs, fuses and batteries (in smoke alarms for example)
- Cleaning of nets, curtains and upholstery
- Professional cleaning of carpets
- Window cleaning (inside and outside)
- Maintenance of the garden, unless a gardener is provided
- Keeping the property condensation free through ventilation and heating
- Defrosting of fridge and freezer
- Bleeding of radiators
- Lost keys and new locks, if required
- Insuring your possessions
- Keeping limescale away
- Cleaning of gutters (if clear at start of tenancy)
- Repair of windows or glazing due to accidental damage *
- Clearing of blocked sinks, toilets and drains caused by negligence *
- Damage to items *
- Keeping the property secure
- Removal of rubbish and personal possessions at the end of the tenancy

*caused by you or any visitors to the property

What does everything cost?

We want to be completely transparent about what you will need to pay before, during and after your tenancy, so that you don't get any nasty surprises:

Holding fee	£300 (deducted from first month's rent)
Set-up fee	£425 inc VAT (for one applicant)
Each additional applicant	£108 inc VAT

Guarantor fee	£108 inc VAT
Check-out fee	£110 to £175 (depending on size of property)
Security deposit	Value of one and a half months' rent
Deposit for pets	Value of two months' rent
Amendments to the tenancy agreement	£60 inc VAT
Late payment or failed standing order	£75 inc VAT
Change of or additional tenant	£125 inc VAT
Failed appointments (e.g. inspections)	£60 inc VAT
Lost keys or security items	£24 plus item cost
Early termination (at Landlord's discretion)	Costs incurred by landlord
Renewal fee	£90 inc VAT
Professional cleaning (if required)	£20 per hour
Onward reference	£15 inc VAT

All costs quoted include VAT at 20%

Declaration

Please read the following statements carefully and then tick each one to confirm your acceptance.

- I/We agree to take the property as seen
- Unless otherwise stated I/We am/are not guaranteed any tenure beyond the initial six month period
- I/We understand that arranging adequate insurance cover for content and liability/damage is my/our responsibility
- I/We are responsible for setting up a standing order for the rent payment
- All the information provided by me/us on this Tenancy Offer Form is correct

Applicant One

Signature _____

Print Name _____

Date _____

Applicant Two

Signature _____

Print Name _____

Date _____

01344 860121

lettings@duncanyardley.co.uk

9 Crown Row, Bracknell, Berkshire, RG12 0TH



Privacy notice

For the purposes of the Data Protection Act 1998 (the “Act”), the data controller is Duncan Yearley Limited of 9 Crown Row, Bracknell, Berkshire, RG12 0TH.

We use the personal details that you submit to provide you with our services. You may give us personal details about you by filling

in this form or by corresponding with us by phone, email or otherwise. In addition to the information you give us on this form, we may also collect additional information (for example, details of your property, current energy providers) as necessary to provide our services and to deal with your queries.

Marketing information

We would also like to use your personal details to tell you about other goods and services that we offer that are similar to those that you have already asked us to provide or have enquired about.

If you do wish for your personal data to be used by us for marketing purposes, please tick this box

Accessing your information

Under the General Data Protection Regulation, you have the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any

access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

Please send any questions, comments, complaints or requests regarding this privacy notice to: lettings@duncanyardley.co.uk

Tenancy Offer Form

APPLICANT ONE

Address of property you are applying for _____

Rent offered _____ Length of tenancy _____

Preferred start date _____

Title: _____ First name: _____ Last name: _____

Mobile no.: _____

Email: _____

Nationality: _____ Date of birth: _____

Current address: _____

Postcode: _____

When did you move to this address? _____

What is your current living status?

Renting Living with family Living in my own property

Do you have any children? _____ Do you have any pets? _____

EMPLOYMENT DETAILS

Are you employed Self-employed Is the position permanent Contract

Job title: _____ Gross annual salary: _____

Company: _____ Start Date: _____

Have you any CCJs registered against you or entered into an IVA or bankruptcy?*

Yes No

* if you fail to declare these you may risk losing your set-up fee.

Additional comments: _____

APPLICANT TWO

Address of property you are applying for _____

Rent offered _____ Length of tenancy _____

Preferred start date _____

Title: _____ First name: _____ Last name: _____

Mobile no.: _____

Email: _____

Nationality: _____ Date of birth: _____

Current address: _____

Postcode: _____

When did you move to this address? _____

What is your current living status?

Renting Living with family Living in my own property

Do you have any children? _____ Do you have any pets? _____

EMPLOYMENT DETAILS

Are you employed Self-employed Is the position permanent Contract

Job title: _____ Gross annual salary: _____

Company: _____ Start Date: _____

Have you any CCJs registered against you or entered into an IVA or bankruptcy?*

Yes No

* if you fail to declare these you may risk losing your set-up fee.

Additional comments: _____

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