

## Tenant Charges

Reference Fee (per tenant): £95 plus VAT = £114

Addendums and Notices: £95 plus VAT = £114

New Contract: £150 plus VAT = £180

Inventory check-out (charge dependent on property size)

Extra copies of Signed Tenancy Agreement: £20 plus VAT = £24

Reference letters for tenants who have vacated for more than six months: £20 plus VAT =

£24 (free of charge for current, ongoing tenants)

Addendum fees and extensions to contracts, or any modifications to contracts: £150 inc VAT

Referencing fee for tenants who are entering an ongoing tenancy: £96 (inc VAT)

Late rent letter: £20 plus VAT = £24.

(For drawing up a new Tenancy agreement with existing/ changeover of tenants.

Inventory check-out Michael Morris does not make a charge but there is a third party charge which is passed on to the Tenant or The Landlord ( The charge is dependent on the property size)

The Inventory and Checkin is usually paid by the Landlord and the Checkout is usually paid by the Tenant

**A Typical Charge for a Checkout** (The prices below may vary and should just offer a guide, we cannot give accurate third party costs they change depending on the company used but these are assumed correct as of 13/10/16 based on the charges provided by a company called Howard Property Services. But could vary depending on contractor in the region of 30% )

Studio £105

1 Bedroom £112 plus vat £134.40incl

2 Bedroom £119 plus vat £142.80incl

3 Bedroom £126 plus vat £151.20incl

4 Bedroom £133 plus vat £159.60incl

5 Bedroom £140 plus vat £168.00incl

Reservation Fee – Is equal 1 week's rent unless otherwise stated and a payment to cover the cost of the references is required to reserve a property. The payment will result in the property being withdrawn from the market.

The reservation fee will go towards the balance of monies required at the start of the tenancy as outlined on the Moving Statement.

If the landlord decides to withdraw from the tenancy your reservation Fee will be refunded in full.

Should you decide not to proceed with the tenancy for any reason, these include the inability to provide acceptable references or fail to contact us within 7 working days of your offer being accepted, the reservation fee will be forfeited.

## Tenant Guide :

### Referencing :

You will receive an online application from an independent referencing company on behalf of Michael Morris Estate Agents. If you can please complete this form within 24hrs in order that your references can be progressed as quickly as possible.

### ANTI-MONEY LAUNDERING

As an agent we have an obligation by law to obtain identification documents from all landlords and tenants **before** we proceed with any new instruction. In order to comply with the Anti-Money Laundering Act, we require the following:-

#### **PROOF OF IDENTITY – Please provide one example each on the day you move in.**

Photo Passport, National Identity Card or Photo Driving License, Birth or Marriage Certificate.

All the above must be valid and must display a photo. Only one of the above is necessary. You can either provide the originals for us to certify and return to you or alternatively arrange to send certified copies.

#### **EVIDENCE OF RESIDENCE - Each applicant should provide two examples no later than the day you move in.**

Inland Revenue Tax Notification, Self Assessment Statement or Tax Demand / House or Motor Insurance Certificate

1. An Original Utility Bill less than three months old
2. An original Council Tax Bill less than three months old
3. An original council rent book showing rent paid for the last three months
4. An original mortgage statement for the mortgage accounting year just ended
5. **(Proof of Ownership)**
6. An original statement for either your current bank or building society account or credit card account

### RENT PAYMENTS –

We will collect the first month's rent as cleared funds when you sign the tenancy and before you occupy the property. Thereafter the rent is payable by Standing Order directly to Michael Morris if Managed and directly to the Landlord if Let Only. The rent is due to arrive on the contractual date.

You will be asked to sign a standing order on the day you move in. We must receive monthly rental payments in full from one account only.

### ADDITIONAL INFORMATION –

- You will be provided with one set of keys each to be surrendered to the landlord at the end of the tenancy.

- You will need to contact the council and utility companies and take note of meter readings.
- You will be provided with a copy of your contract.
- The inventory will arrive approximately five days after you have moved into the property.
- You will be provided with a copy of the Energy Performance Certificate.
- You will be provided with a copy of the Gas Safety Certificate.

## **CHECK OUT & INVENTORY INSPECTION –**

The Landlord, unless otherwise stated will pay for the check in and inventory, it is the tenants responsibility to pay for the check out and inventory. The cost of which can be determined, and then agreed once the notice is served by the landlord or tenant. We would ask that the check out clerk is either paid directly by the tenants or that the agreed sum is deducted from the outgoing tenants deposit with the tenant's permission or paid in advance.

## **GUIDE FOR VACATING :**

When vacating the premises we would highly recommended that you follow these guidelines in order to facilitate the speedy return of your dilapidation deposit.

When you have given your notice in writing (Notice period as stated in the contract), we send you an acknowledgement letter, which you will receive with the guide to vacating..

### **Final Meter Readings**

You should ensure that you take final meter readings for Gas and Electricity and in some cases water.

### **Stopping Services**

- 1) Please ensure that when you have the details of your new address that you complete the attached form 'Moving Out Details & Utility Information'. It would also be helpful if you let us know what utility companies you are using for gas, electricity, water and the telephone / broadband service provider.
- 2) Please ensure you contact all the relevant utility companies to let them know that you are moving.
- 3) Please also provide copies of your final bills for gas, electricity, water and telephone as confirmation that these have been paid.
- 4) Please also contact the post office and request that your mail is redirected to your new address.

- 5) Please also contact the council confirming your move out date and new address.
- 6) All cupboards should be cleaned inside and out.
- 7) Bathrooms and kitchens should be left clean throughout, taps, shower heads plug holes and toilets should be de-scaled. Bathroom and kitchen suites should all be thoroughly cleaned.
- 8) Appliances such as washing machines, dishwashers, fridges, freezers and microwaves should be left with the door slightly ajar to prevent the manifestation of mould and unpleasant odours.
- 9) Please also ensure that all appliances are switched off to avoid wasting energy unnecessary. Do not switch off the central heating and hot water system unless instructed to do so by ourselves.
- 10) Washing Machines – Please ensure that the soap drawer is cleaned and free from any detergents, in addition all clothing should be removed from the machine.
- 11) Dishwashers – Please ensure that the interior of the dishwasher is thoroughly cleaned and all traces of food and detergent are completely removed from the machine.
- 12) Fridges – All food should be emptied completely, all removable parts of the interior of the fridge should be cleaned and disinfected (salad boxes, shelves etc) . The interior should be disinfected.
- 13) Freezers – All food should be completely removed. All removable parts should be cleaned and disinfected including shelves. Please ensure the freezer is completely defrosted.
- 14) Microwaves – The interior should be completely cleaned, any removable parts should be disinfected
- 15) The property must be professionally cleaned.
- 16) If you require the services of a professional cleaner, please contact us as we will be able to give you the contact details that you need.
- 17) Windows should be cleaned inside and out where possible.

### **Final Rent Payment**

Most tenants will have signed a Standing Order Mandate, you should cancel this directly with your bank, otherwise your rent payments will continue to be paid into our Client Account.

We cannot cancel your Standing Order with your bank as the matter concerns your account and your bank will not discuss your account with us under any circumstances.

**Please note that you cannot use your Dilapidation Deposit as your last months rent.  
Please ensure that you pay your final month.**

### Cleaning

- 1) Most tenants would have been provided with an Inventory and Schedule of Condition at the commencement of the tenancy. If this is not the case we would still expect that the property is left in a professionally cleaned condition.
- 2) Please ensure that all furniture and other items are returned to their original locations as stated on the Inventory. This ensures whilst the checkout is in progress, that everything on the Inventory can be easily accounted for.
- 3) If anything has been damaged or removed from the property during the tenancy please let us know in advance.
- 4) Please ensure that all curtains and nets are washed or dry cleaned and re-hung.
- 5) Blinds should be cleaned.
- 6) Windows, mirrors and any other glass surfaces within the property should be clean and smear free.
- 7) All carpets should be vacuumed and in some cases may require steam cleaning. Any stains created during the tenancy should be removed.
- 8) Upholstery should be left clean or professionally and any stains removed.
- 9) All wooden surfaces including window sills, skirting boards, doors and furniture should be cleaned.

### **Gardens**

Gardens should be left weeded, pruned and lawns mowed. If you require the services of a gardener to ensure this is done for you, again we are happy to provide you with contact details.

### **Clearance of Personal Items**

Please ensure that any personal items that did not originally feature on the incoming Inventory and Schedule of Condition are removed from the property.

**Please note that any items left without the Landlord having given their permission in writing will be disposed of at the expense of the outgoing tenants.**

If you do wish to leave any items in the property, please let us know in advance and we will ask the landlord if this is OK.

You can contact your local council who may be able to collect certain items from the front of the property at no cost to yourselves. However, you will need to contact the relevant council and arrange this with them describing the items you would like to have removed.

### **Returning Keys**

All sets of keys are to be surrendered by returning them to ourselves or to the member of staff who checks you out at the property.

Failure to return keys on the final day of the tenancy may in some cases result in tenants being charged at a daily rental rate until they are returned *or* in some cases locks may be changed and new keys cut at the tenant's expense also.

### **Deposit Returns**

On completion of a satisfactory final inspection, return of all keys, completion of 'Moving Out Details & Utility Information' Form and us having been provided with copies final bills, we would then arrange for the deposit to be released.

### **Referencing**

If you require a reference from us, please let us know and we would be happy to supply this without charge.

### **UTILITIES:**

Under the terms of the tenancy agreement you are responsible for all utility Bills, i.e.: Gas, Electricity, Water, Telephone and Council Tax for the tenanted property. You are responsible for the payment of TV License at the property.

Michael Morris will release any information of the tenants and occupancy to Utility companies should this be required.

You are responsible to inform all the utility companies of your move in and move out dates.

### **INSURANCE:**

It is the responsibility of the tenants to insure their belongings for the duration of the tenancy. You are also advised to obtain insurance to cover you for any damages to the Landlords fixture and fittings.

### **DEPOSIT PROTECTION SERVICE –**

If the flat/house property is managed by Michael Morris Estate Agents we will automatically register the deposit with the Deposit Protection Service, see <https://www.depositprotection.com> for further information on the scheme rules. In this case, the first named tenant on the contact becomes the 'lead tenant' and as such is the person to whom the DPS will return the Deposit. It is the 'lead tenant' responsibility to ensure that they distribute the deposit to the other tenants on the agreement. For this reason, if the property contains more than one person, please confirm by return the following:-

*Properties with more than one tenant require that all tenants should terminate their tenancy giving required notice collectively. It is not feasible to allow one tenant to leave given the rules of the Deposit Protection Service.*

If the Landlord is managing the property himself/herself he /she will may opt to register the deposit with their chosen scheme. Further tenants concerning tenancy deposit schemes are available on this website <http://www.direct.gov.uk/en/TenancyDeposit/index.htm>

### **Michael Morris is not a member of a Client Money Protection Scheme**

**Please note that we are a member of the TPO scheme and subscribe to this code of practice.** <http://www.tpos.co.uk/>

(A consumer guide is available upon request)