

### **Independent Sales & Letting Agents for the Strawberry Coast**

#### O Whiteley Office

Shop 1, 3600 Parkway, Whiteley Fareham, Hampshire, PO15 7AN

**01489 579 911** 01489 579 933 (fax) whiteley@robinsonreade.co.uk

#### O Park Gate Office

10-14 Middle Road, Park Gate Southampton, Hampshire, SO31 7GH

**01489 579 009** 01489 574 008 (fax) parkgate@robinsonreade.co.uk



# Christie Avenue, Whiteley, Fareham, Hampshire, PO15 7JE

\* Two Bedrooms Both with Built in Wardrobes \* Un-furnished \* Fitted Kitchen with Oven & Hob, Fridge/Freezer and Washing Machine \* Bathroom with Separate Shower System \* Enclosed South Facing Garden \* Allocated Parking \* Available Beginning of March \* Sorry No Pets or LHA

Robinson Reade are delighted to offer for let this un-furnished two bedroom home. In brief, the accommodation comprises: entrance hall, fitted kitchen with oven & hob, washing machine and fridge/freezer, lounge/dining room, master bedroom with built in double wardrobe, second bedroom with built in wardrobe and bathroom. The property benefits from a sunny rear garden and allocated parking.

Available beginning of March. We regret no pets or LHA.

Fareham Borough Council, Band C = £1238.88

Virgin Media Available Here! Please contact us to receive £25 credit on your new account









### Christie Avenue, Whiteley, Fareham, Hampshire, PO15 7JE

### **Tenant Information Guide**

### On Finding a Property

Once you have decided on a particular property we will require a holding fee from you of £250 in order to secure the property for you. This shows good faith on your part and enables the Landlord to take further action confident in the knowledge that you are serious and fully committed to the property. We will stop marketing the property and inform any other prospective tenants that the property has been taken.

There is an administration charge of £150 for the first applicant and £75 per person thereafter  $\,+\,$  VAT, to set up the tenancy agreement and to take up references on you before proceeding with the tenancy. The references will include a bank/credit reference, employer's reference, suitable character reference and previous Landlord's reference if applicable. If any of your reference replies are not satisfactory as security, it may be necessary for you to have to supply a Guarantor, who will need to be referenced (a charge of £75 + vat will be applicable) or you could pay the full rental in advance.

Subject to all references being accepted as satisfactory, occupation of the property can start to take place subject to the signing of the tenancy agreement and inventory.

Please note that should your application be unsuccessful because you or any proposed joint tenant(s) change your or their mind(s) and withdraw, or because we or the landlord deem your references are unsatisfactory, or the commencement date is unreasonably delayed by you, then no money will be refunded to you.

If the landlord decides not to proceed for any other reason then we will of course return your holding fee in full.

### **Signing the Tenancy Agreement**

You will be given the opportunity to read and understand the tenancy agreement before signing it. This will take place on or before the commencement date of the tenancy at a pre-arranged time. On signing the tenancy agreement, we will normally collect from you the first month's rental in advance plus a security deposit equivalent to one month's rent plus £200. We will deduct any monies already paid, i.e. holding fee, from the amount due.

This initial payment is required to be paid by BUILDING SOCIETY CHEQUE, BANKERS DRAFT, BANK TRANSFER OR BY CASH, i.e. cleared funds. (If a personal cheque is used you will not be able to move in until the cheque has cleared).

The security deposit taken will be held against possible breakage's or damage caused by you during the tenancy and for any other breaches of your tenancy terms and condition, such as unpaid rent. The deposit will be returned to you, subject to everything being left in a satisfactory condition at the property at the end of the tenancy.

The deposit will be protected by The Deposit Protection Service (The DPS) in accordance with the Terms and Conditions of The DPS. The Terms and Conditions and ADR Rules governing the protection of the deposit including the repayment process can be found at www.depositprotection.com.

<u>Please note:</u> The DPS will issue you with an ID number which you must keep in a safe place as you will require this information at the end of your tenancy in order for your security deposit to be returned to you.

### **Rental Payments**

Rental payments are generally required to be made by standing order, but in some instances may be paid by cheque, or cash. If the rental is paid monthly, the rent due date will be the day prior to the day of the month as the tenancy commencement date for each month.

### Inventory Report (schedule of condition)

Whatever type of accommodation you are moving into, it is important that you see a copy of the inventory report (schedule of condition) for the property on the day of occupation. It will become your responsibility to make sure it is accurate before signing a copy of the inventory report and to note any alterations regarding discrepancies and omissions from it.

The inventory report is a legal document and puts the responsibility onto you as the tenant to look after the items listed within it. It will list all the items of the property left by the Landlord for your use during the tenancy, such as furniture, furnishings and overall cleanliness and condition of the property when you moved in.

A copy of the inventory report will be provided for you to keep in a safe place.

Should you damage, break or fail to clean the property when you move out at the end of the tenancy, the Landlord can charge you from your deposit / bond to have it put right. (Fair wear and tear will be taken into consideration but please remember that dirt is never wear & tear)

### On Move in Day

### Utilities

Meter readings (where possible) will be taken at the check in on the day you move in. We will inform Utilitell (I am moving) of your occupation. When a new tenant moves into a property the existing Gas and Electricity suppliers will normally put you on a standard tariff which can be the most expensive. Iammoving will normally contact you within 48 hours to discuss possibly switching suppliers to a cheaper provider. We must advise that it is the responsibility of the tenant to confirm that the Local Council Tax office and the utility companies ie: gas, electricity and water are aware of your occupation so they can set up bill payments details for you.

We are unable to inform the TV licence company and telephone/broadband providers as they will only deal with the subscriber and not with a third party ie agents.

In some circumstances, certain utility companies may require a deposit from you if you are a new customer applying for the supply of service for the first time.

Also, you need to remember to advise the Royal Mail to redirect your mail to your new address as well as your bank and employers.

Please note that Robinson Reade Ltd may earn a commission from third parties for recommending their services to you.

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#### Keys

You will be issued with 1 set of keys (where possible) per tenant at the beginning of your tenancy. If you have any further keys cut during the tenancy you will be required to hand these back on the day of your check out to your Landlord, ourselves or representative. Robinson Reade will also retain a set of keys for any managed property.

### Once your tenancy has commenced

Any queries or problems you may encounter during the term of the tenancy or any repairs or maintenance that need to be carried out should be reported to your Landlord or ourselves as soon as possible, if it falls under their responsibility.

You may also find that the Landlord or agent/representative may wish to carry out property visits whilst you are a tenant every few months or so to check on the condition of the property and how you are looking after it. This is quite normal and a mutually convenient appointment will be made with you prior to any visits of this nature.

You may at certain times be asked to allow access to representative(s) of the Landlord for the purpose of any property maintenance, gas safety inspections or repairs that the property may be required and is the responsibility of the Landlord.

Besides these formal visits and maintenance inspections, the Landlord must not over disturb you or breach your legal entitlement of quiet enjoyment of the property during the tenancy.

### **Notice to End Your Tenancy**

To end the tenancy you must give the Landlord or ourselves at least one month's notice in writing on or before the rent due date, if you do NOT wish to renew or extend the tenancy after the initial term. At the end of the initial fixed term the tenancy will become 'Periodical' unless a renewal is requested and agreed by both the Landlord & Tenant. Thereafter, at least one month's notice on or before the rent due date will be required to end the tenancy.

The landlord must give no less than 2 months notice on or before the rent due date to end the tenancy or if they do not wish the tenancy to continue after the initial fixed term.

Before vacating the property you should check that any breakages or items damaged during the tenancy are replaced or fixed by you before the final check out by the Landlord or ourselves/representative and that the property is cleaned and left tidy.

### **Check Out Process**

On the expiry of the tenancy, a final inspection will be carried out of the property by the Landlord or ourselves/representative against the original inventory report that you initially signed. This is to confirm that the property has been left in a satisfactory condition as mentioned, and that there are no breakages or damage to the property.

The Landlord will be entitled to make deductions from your deposit for any breach of your tenancy obligations or excess wear and tear and damage to the property. If there are no dilapidation's or deductions the Landlord or agent should return your deposit / bond soon after you vacate the property.

Pets: If you have had dogs/cats in the property it is a requirement to have the carpets cleaned, deodorised and fumigated at the end of your tenancy.

An inventory check out fee of £50 + VAT will be payable at the end of your tenancy, this will be deducted from your security deposit (if Landlord conducts the check out then no fee will apply)

### **Refund of Security Deposit**

The deposit will be held by The Deposit Protection Service (The DPS) in accordance with the Terms and Conditions of The DPS. You will be required to contact the DPS to action the process of returning your deposit by giving your ID number which would have been issued to you at the start of your tenancy and your forwarding address.

Please note: we do not have a record of your ID number, if you have not kept a record of this you will need to contact the DPS on: 08444 727000 and ask for a reminder to be sent to you.

### **Important Do's and Dont's**

### Do's

- Make sure you understand the terms and conditions of your tenancy agreement
- Make sure you have checked and signed the inventory report
- Advise the relevant utility companies of your intended move into rented accommodation.
- Ensure that your rent reaches the Landlord or Robinson Reade by the due date.
- Advise Royal Mail, your bank and employers of your move.
- Advise your Landlord or Robinson Reade immediately of any maintenance problems and repairs.
- Always ask if you are in doubt.
- Arrange Contents Insurance, the landlord is not liable for your personal possessions
- Give up all keys that are in your possession at the end of the tenancy

### Don't

- Alter the terms and conditions of your tenancy agreement.
- Move out or leave the property vacant for more than 14 days without advising your Landlord or Robinson Reade.
- Do not use your deposit, as your last month's rent.
- Do not take in paying guests or sublet the property.
- Do not re-decorate or carry out maintenance, repairs / renewals without contacting your Landlord or ourselves first.
- Do not refuse reasonable access to your Landlord or ourselves/representative and or tradesmen

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