

Tenants Guide

We have produced this guide to inform Tenants of procedures and requirements and it is therefore important that Tenants read it carefully

Tenancy Application/References

All persons aged 18 or over will complete an Application Form and will be named on the Tenancy Agreement. References will be carried out by a third party company-Rentshield. Payment of Admin and Referencing Fees are required with the completion of application forms. This payment is non-refundable should your application be unsuccessful or withdrawn in certain circumstances. Please note, this payment doesn't constitute a tenancy or offer of a tenancy.

Identification Needed

For each Tenant and any Guarantor we require photograph ID and address ID. Photograph ID can be your passport or driving license and the address ID a utility bill or bank statement dated within the last 3 months.

Right To Rent Checks

We have to carry out Right to Rent checks on all Tenants prior to their tenancy commencing. We will advise you upon application of the types of ID that are required for this. We must see the original required documents, take a photocopy and check the likeness of any photographs to the Tenants; therefore all Tenants must bring the documents into our office.

When do you sign and what do you pay?

Once we have acceptable references and the Landlord has agreed, we will arrange a date with all parties to commence the tenancy. Payment of the first month's rent and deposit is to be paid by cleared funds into our bank account 2 working days prior to your tenancy starting.

Payable with Completed Application Form:

Administration Fee - £210.00 (inc VAT)
Referencing Fee – £120.00 per tenant (inc VAT)

Payable prior to tenancy commencing:

First month's rent in advance
Security Deposit – at least one month rent plus one hundred pounds

And if there are any guarantors to the tenancy:

Guarantors Referencing Fee - £120.00 (inc VAT)
Agreement of Guarantee - £25.00 (inc VAT)

And if the tenant is a company:

Company Referencing Fee - £150.00 (inc VAT)

Tenancy Agreement

At the beginning of every tenancy you will need to sign a Tenancy Agreement which sets out the Landlord's and Tenants' obligations. If a Renewal Tenancy Agreement is drawn up a fee of £50.00 plus VAT will apply. Should Tenants change at any point during the tenancy you must inform us immediately and, subject to your Landlord's agreement, which may include the need to take up new references, we'll prepare new documents for signature. Our fee for this will be £150.00 plus VAT.

Deposit

Before the tenancy commences you will be required to pay a deposit of at least one month's rent plus one hundred pounds. Please note that where Landlords accept pets a larger deposit may be required. The deposit is held against any damages and expenses arising during your tenancy and will not be released until you vacate the property. If we are holding the deposit we'll need written confirmation of any costs for damages to be deducted from the deposit from both parties before any

disputed deposit can be refunded. At the start of your tenancy we'll provide you with details of the deposit scheme protecting your deposit.

Inventory and Schedule of Condition

An Inventory and Schedule of Condition of the property, its contents, furniture, fittings and effects will normally be prepared. It's important that you take care in agreeing the Inventory and Schedule of Condition at the beginning of your tenancy as it will form the basis of any claim for damages, by your Landlord, at the end of the tenancy. At the end of the tenancy the Inventory and Schedule of Condition will be checked. In your own interests we strongly recommend that you are present at the Check-out.

Insurance

The Tenant is responsible for insuring his/her own personal effects and furnishings. Should you require insurance, Rentshield Direct (0800 035 8255) can provide a quotation on both Tenants' contents and liability insurance (which covers against accidental damage to Landlord's fixtures and fittings).

Rental Payments

All rent is payable in advance by Standing Order. All Standing Order payments need to be made three days in advance of your rent date to allow for clearance. Should you find that you cannot make your rental payment on time it's essential you contact us immediately.

Tenant's Obligations

You need to be aware that the responsibility of the property lies with the Tenant during the tenancy. It is your responsibility to make sure that the property is fully secured when you leave it unattended at any time and that any gas or electric problems are reported immediately. During the winter month's necessary steps MUST be taken by the Tenant to prevent the freezing of the water and heating systems.

Agents Obligations

Our obligations will vary depending on which of the following services we provide for your Landlord; Manage the property fully, Let the property and collect rent or Let the property.

Property Visits

Properties may be subject to visits. The purpose of these is to check the condition of the property, its cleanliness, garden maintenance and the way in which the tenancy is being conducted. We will try our utmost to make sure this can be at a mutually agreeable time.

Utilities

Meter readings taken by ourselves at the time of the Inventory/Check-in, if applicable, will be passed on to the relevant utility companies along with your details. Meter readings for the gas, electric and water will be taken at the time of Inventory/Check-in and at Check-out.

Early Tenancy Termination Fee

This may be charged if applicable.

Check-out Fee

Tenants must pay a Check-out Fee of £75.00 (inc VAT) at the end of their tenancy. This shall be deducted by the Agent from the Tenant's deposit at the time of refunding the deposit should there be sufficient funds and payment has not been made previously.

Agents Note: Whilst every care has been taken to prepare these lettings particulars, they are for guidance purposes only, they are not guaranteed. Whittle Parish Management Limited for themselves and for the lessors of the property whose Agent they are state these details do not constitute any part of an offer or contract. All measurements are approximate being for general guidance purposes only and whilst every care has been taken to ensure their accuracy, they should not be relied upon and potential tenants are advised to recheck the measurements.



Whittle Parish

Flat 4 115 Victoria Road, Diss, Norfolk IP22 4JG

£615 pcm



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IP22 4JZ

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Property Features

- Two bedroom apartment
- Close to town centre
- Spacious lounge
- Double bedrooms
- Lots of storage
- Garage
- Communal garden
- Council Tax Band A.
- Energy Efficiency Rating C.

Full Description

Two bedroom first floor flat with garage close to town centre, only minutes from the Tesco and Morrisons superstores and in walking distance to the train station. The flat has the benefit of having gas fired central heating, curtains, an electric cooker and fridge/freezer. The property is situated within walking distance to the railway station, supermarkets and to the centre of Diss. It also gives easy access to the A140 Ipswich to Norwich road.

An initial six-month Assured Shorthold Tenancy is envisaged but preference will be given to long-term tenants. The agents recommend an early inspection in order to appreciate the accommodation offered. The ideal tenants would be a non-smoking professional single person, couple or small family with no pets.

The accommodation details as follows -

ENTRANCE HALL
Radiator. Central heating thermostat. Clothes drying cupboard with hanging rail. Cloaks cupboard. Heated linen cupboard, fitted with copper cylinder and slatted shelving. Triple light fixture. Smoke alarm.

LOUNGE
15' x 12' 8" (4.57m x 3.86m)
Carpet flooring. Front aspect window. Two radiators. Television point. Telephone point. Triple light fixture. Door to...

KITCHEN
11' 9" x 5' 4" (3.58m x 1.63m)
Single drainer stainless steel sink unit with shelved base storage cupboard under. Corner base unit with worktop. Electric cooker. Plumbing for automatic washing machine beneath worktop. Fridge/freezer. Large walk-in cupboard with shelved wall cupboard and cold water storage tank.



NB The fridge/freezer will be left at the property for the tenants' use but the Landlord will not accept any responsibility for repairing or replacing it.

BATHROOM
Panelled bath with electric power shower above. Pedestal wash basin. Low level WC. Radiator. Mirror fronted medicine cabinet. Roller blind. Wood parquet effect vinyl flooring.

BEDROOM ONE
12' 7" x 9' 5" (3.84m x 2.87m)
Carpet flooring, rear aspect window, radiator.

BEDROOM TWO
9' 6" x 8' 6" (2.9m x 2.59m)
Carpet flooring. Rear aspect window. Radiator. Cupboard housing wall mounted gas fired boiler with programmer.

OUTSIDE
The entrance hall, landing and staircase are subject to a service contract (which comes at no cost to the tenants) as regards cleaning and maintenance, the gardens to the front and rear of the block of flats are similarly maintained by contractors. Pedestrian access to GARAGE en-bloc at the rear of the premises, which is approached via Lowes View and Victoria Close.

COUNCIL TAX -
Band A. South Norfolk District Council.

