



PROPERTIES

EST 1998

HOUSES ■ APARTMENTS ■ STUDIOS

FEES TO TENANTS	FEE COST INCLUDING VAT
TENANCY FEE	NIL
APPLICATION FEE	NIL
ADMINISTRATION FEE	NIL
RENEWAL CHARGE	NIL
GUARANTOR CHARGE	NIL
INVENTORY CHARGE	NIL
HOLDING DEPOSIT	MAXIMUM 1 WEEKS RENT (offset against opening balance of rent or deposit).
TENANCY DEPOSIT A.K.A BOND	MAXIMUM 5 WEEKS RENT covers damages of defaults on the part of the tenant during the tenancy. (Held in client account & secured with Tenancy Deposit Scheme). Certificate provided.
VERIATION OF CONTRACT - WHERE THE TENANTS REQUEST A CHANGE IN THE TENANCY (such as swapping tenants).	£50 PER REPLACEMENT TENANT OR ANY REASONABLE INCURRED COSTS IF HIGHER
END OF TENANCY REFERENCE	£50
LOST KEYS	Tenants are liable for the actual cost of replacing any lost key(s) or other security devices(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord and/or any other person requiring keys will be charged to the tenant(s). If extra costs are incurred such as reasonable incurred travel time and labour costs this will be documented with receipts & contractor invoices and charged in full to the tenant.
EARLY SURRENDER OF TENANCY (Tenants request)	Where Landlord agrees to early surrender of tenancy the tenant/s will be charged equivalent total reasonable loss incurred by this early surrender e.g. re-marketing the property. Rent will be due until a suitable replacement tenant moves in up to a maximum period to the end of the fixed term tenancy end date.
LATE PAYMENT OF RENT / RENT DEFAULT	If you owe rent you must pay under the tenancy agreement, you will have to pay interest on this amount from the date that it should have been paid where you are 14 days or more in arrears. The interest rate is 3% above the base rate used by the Bank of England.

APPLICANT/TENANTS GUIDANCE NOTES – PLEASE READ BEFORE PAYING ANY HOLDING DEPOSIT

APPLICATION

- Properties will remain available until all completed application forms and the holding deposit is received.
- On completion of an application form, please provide identification, eg; driving licence/passport/recent utility bill).
- Please ensure that before applying and paying your holding deposit that you provide full, truthful information and check with your property regarding affordability beforehand.
- The completion and submission of an application does not guarantee the offer of a tenancy. This is subject to satisfactory references being provided and is at the Landlords discretion.

YOUR HOLDING DEPOSIT EXPLAINED

- The asking rent does not include any holding deposit payable.
Each tenancy is subject to a holding deposit as listed, payable on application for the property.
Payment is a sign of good faith from you whilst the application is processed.
- Before your application can be fully considered, you will need to pay to us a holding deposit equivalent to one weeks' rent for the property you are interested in. This section explains what happens to that holding deposit and the circumstances in which the deposit will / will not be refunded. It is important that you know your legal rights and accordingly you should feel free to seek independent legal advice before signing this or indeed any other document which we might put before you.
- Once we have your holding deposit, current legislation stipulates that the necessary paperwork should be completed within 15 days or such longer period as might be agreed in advance with the landlord.
- If at any time including during any agreed extended period you decide not to proceed with the tenancy, then your holding deposit will be retained by CA Properties. By the same token, if during that period you unreasonably delay in responding to any reasonable request made by CA Properties, and if it turns out that you have provided us with false or misleading information as part of your tenancy application or if you fail your reference checks or if you fail any of the checks which the Landlord is required to undertake under the Immigration Act 2014, then again your holding deposit will not be returned. It will be retained by CA Properties and the Landlord.
- However, if the Landlord decides not to offer you a tenancy for reasons unconnected with the above then your deposit will be refunded within 7 days. Should you be offered and you accept a tenancy with CA Properties, then your holding deposit upon your confirmation can be credited to the first months' rent or Tenancy Deposit due under that tenancy.
- Where, for whatever reason, your holding deposit is neither refunded nor credited against any rental liability, you will be provided with written reasons for your holding deposit not being repaid within 7 days.
- You will not be asked to pay any fees or charges in connection with your application for a tenancy. However, if your application is successful under our standard assured shorthold tenancy agreement, you will be required to pay certain fees for any breach of that tenancy agreement in line with the Tenant Fees Act 2019. In consideration of us processing your tenant application, you agree to pay those fees to us on request.

REFERENCING

- Right to Rent Checks will be carried out under the Immigration Act 2014. You must provide us with documentation which shows you have a legal right to rent in the UK. Checks will be carried out by CA Properties to verify this. In order to meet the legal requirements you must provide us with various documents such as; Passport, Endorsed passport giving permission to reside in the UK, immigration documents endorsed by the Home Office etc; please ask your property manager for further clarification or visit <https://www.gov.uk/check-tenant-right-to-rent-documents> Should the Right to Rent Checks fail by law we will be unable to allow the Tenancy to commence and the deposit paid will not be returned.
- In order to satisfy the criteria of our referencing agency your nett income should be equivalent to 2.5 times the annual rent (monthly rent £ x 30) and you must be in permanent employment. If a guarantor is required, their gross income should be equivalent to 3 times the annual rent (monthly rent £ x 36) (or share).
- You are responsible for any administration charges levied by your own bank in relation to obtaining a reference from them.
- If you have any concerns over your credit history, please speak to a member of staff to see if other options are available to you.
- Please note that if you do not meet the referencing criteria, you may have the option to pay the rent in advance– subject to agreement by the Landlord.
- The results of your references may affect our clients' acceptance of your offer. Detrimental credit checks, previous landlord/agent reference, affordability and false information being provided will all be factors in our final decision.
- Should the references fail, be unsuitable or the application is withdrawn by you, CA Properties will retain the holding fee to cover costs.

TENANCY DEPOSIT/RENT

- A Tenancy Deposit must be paid at the start of the agreed Tenancy, prior to move in along with the first month's rent. The deposit amount will be equal to five weeks rent (of the agreed rent amount by all parties).

PAYMENTS

- Payments must be made by cleared funds only – please check with your property manager for clarification. Personal Cheques and Cash will not be accepted. The Payment Reference should be the "Payment ID" as provided to you.

PETS

- A Tenant can request permission to keep a pet in the property before the holding deposit is paid and the tenancy is entered in to. A pet residing in the property will affect the monthly rental payment. Properties are often advertised at a higher rent to allow permission for a pet - this is property/pet specific so you should request permission or more details with your local branch.

EARLY TERMINATION

- The charge for this can include some or all of the following; Board, and board erection, advert on property portals, referencing of new Tenant(s), Inventory, change of bank details/collection of rent, Deposit registration amendment, checkout. This list is not exhaustive.

AGENT CHARGES

- For any permitted charges applicable during the tenancy please see a copy of the Tenancy Agreement, a (draft) copy of which will be given to you on Application.
- All charges levied by CA Properties are not subject to VAT.
- CA Properties reserve the right to change the schedule of fees and these terms upon providing reasonable notice in writing.

OTHER

- A Tenant is warned that the Landlord's Buildings Insurance policy does not cover his possessions. The Tenant should hold adequate contents insurance to protect 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. The Tenant should consider their need for Insurance to cover their own personal possessions.
- We confirm that we will not share your information with any third party without your consent. More information on how we hold and process your data is available within the privacy policy on our website – www.rentwithca.co.uk