

TENANTS INFORMATION GUIDE

We at Evolution understand that moving is an extremely stressful time and we have prepared this guide to help you understand the process from application to completion. We would advise that this is a general guide and every application will be different. Our staff are always on hand to help and advise you with any questions you may have.

Application

Once you have decided upon a suitable property, **all** applicants over the age of 18 must each agree and sign the Terms & Conditions of renting. To ensure that we can secure the property as quickly as possible for you, we require all forms completed in full. One of our team will then contact the landlord to confirm acceptance, subject to referencing. Any changes during this time will also require the landlord's approval. We will then require your holding deposit, which is the equivalent of one weeks rent, capped at **£200**, to reserve the property. You will then receive the link to complete the application online. Once you have completed this, referencing will then start and can take some time, but we will be in contact with you during the whole process. By signing this document, you agree to the following;

- Complete the online application successfully and within 3 working days
- Confirm that you have checked your credit and have no defaults registered against you or a score that will constitute a failed application. We recommend that all applicants who are unsure of their credit score carry out a search using Equifax and report to us prior to making any payments.
- Agree to an extra 30 days to retain the holding deposit if requested by ourselves or the landlord, to complete the application process. We will notify you by email if this is required, you have the right to refuse by reply.
- Confirm that your current landlord, where applicable, will provide a satisfactory reference with no rent payment defaults or other tenancy related issues.

Please Note: The holding deposit will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail to complete the application within 3 days, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 30 calendar days (or other Deadline for Agreement as mutually agreed in writing).

Moving Forward

The next stage, once your application has completed and been accepted, is to arrange your moving in day and the signing of your tenancy and associated paperwork which will be sent to you for digital signing. There are many different things to consider when booking this day and we will be as helpful and flexible as we possibly can. Please note the deadline for agreement must be adhered to in all circumstances.

What else do you need to do?

The next stage will be to arrange payments for your deposit. Under normal circumstances the deposit will be the equivalent of one month's rent +£200 and we will confirm all amounts in writing to you prior to the commencement of the tenancy. You can pay this via the referencing platform. Once this payment has been received, we will arrange for you to sign your tenancy and once this has been executed, your rent will become payable via the referencing platform. Your holding deposit will be converted to rent in advance. This will all need to be completed at least 72 hours prior to your move in time. We advise all tenants to provide us with a copy of a suitable protection insurance.

On the day

We will meet you at the property at the arranged time and request that ALL parties, including guarantors, are present to sign all relevant documentation. Once we have completed the transaction, the keys will be handed to you. If you fail to keep this appointment to complete the transaction this will be deemed as withdrawing from the tenancy and your initial holding deposit will become a fee and charged in full. It really is as easy as that! Following the appointment, you will receive a completed digital copy of all associated paperwork.

Further information

All rent will be paid in advance and by BACS payments at least 3 days before the due date to allow for clearing times. All rents are exclusive of utility bills unless otherwise stated. Your deposit will be registered and held by the Deposit Protection Service and full details, terms and conditions will be sent to you prior to the completion day.

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Sharron Fever-Hume trading as Evolution SE also known as Evolution Properties and Distinctive Homes

Terms and conditions of renting

Please read this document carefully as it contains important information relating to your application and tenancy. For us to commence you need to carry out the following;

- Holding fee paid
- This document signed by you, the tenant/s and guarantor

Before signing this agreement, you must be a UK resident or have the right to reside here for at least 12 months. All fees must be paid by BACS ONLY. We do not accept cash, cheque or Credit Card payments. You need to inform us immediately in writing of any special requests with regards to the property and the tenancy. The property will be presented to you as you saw it at the time of viewing. Any changes/works that will be carried out will be notified to you in writing.

Guarantors

This person must be made aware that they will be held responsible for the payment of the monthly rent if the tenant within the property fails to pay and all other terms of the tenancy. The guarantor's agreement is a legally binding contract. Guarantors are also subject to similar referencing procedures as those of the potential tenant and must be a homeowner within 40 miles of the property address and, if necessary, agree to use a court of our choice.

Moving date

Once your referencing is successful and within 2 working days, we require a confirmed moving in day. This moving in day must be within 14 days. We reserve the right to change the move date without notice.

Variation of Contract

Variation of Contract (Tenant's Request) £50 (inc. VAT) per agreed variation. To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.

Moving Monies

All monies must be paid before keys are handed over. This would be by BACS 3 working days prior. We won't accept cash, cheque or card payments.

On the day

All parties over the age of 18 must be present at the property without fail as we cannot complete the process without. If you do not adhere to this it will be deemed as withdrawing.

Utilities

We use Notify to inform the utility suppliers that you have moved into and out of the property, but it is ultimately your responsibility to ensure they have the correct details for you. We do not read water meters. Do not put our company name as the liability on any utilities, put "The Landlord" and the property address, unless instructed otherwise.

Rent

Unpaid Rent. Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.

Deposit

You will be sent confirmation that your deposit has been registered, please keep this safe as it will only cause delays in its return at the end of your tenancy. The deposit must never be relied upon to pay your last month's rent.

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