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TENANTS FEES PAYABLE & SUMMARY OF CONDITIONS

In accordance with the Consumer Rights Act 2015, the following is confirmed:

1. Comber & Company are members of the Property Ombudsman (TPO) Scheme
2. Comber & Company are also members of the National Approved Lettings Scheme (NALS)
3. Tenants deposit monies are registered and protected by the Tenants Deposit Scheme (TDS)

Administration Fees

Prospective Tenants wishing to apply for a property must complete a "Tenancy Application Form".

An Administration Fee of **£96.00** (inc. VAT) per property is payable.

Reference Fee of **£60.00** (inc. VAT) per applicant is payable.

If a guarantor is required, then an additional fee of **£60.00** (inc. VAT) is payable. This is generally required if the applicant(s) are unable to prove their income.

It should be noted that these fees are a contribution towards our administrative costs, credit referencing and where appropriate, the cost of drawing up the inventory and tenancy documents.

Once the Administration Fee is paid and the application forms have been completed, the property is removed from the open market and no longer advertised. The Administration Fee is non-refundable and will only be returned if the landlord withdraws from the prospective tenancy. Administration Fees and Reference Fees will not be returned if an applicant's references are returned as unsatisfactory, or the applicant withdraws after referencing has commenced.

Reservation Fees

Our standard reservation fee is **£200.00**. This fee is payable once an offer is accepted on a property, this to hold the property for you until the agreed date that you commence the tenancy. The Tenant does not receive interest on the holding deposit.

If you subsequently decide not to proceed with the proposed tenancy, you will then forfeit your reservation fee, to be set against our abortive costs.

Tenancy Deposit

A deposit is required as a payment on account to underwrite each tenant's liabilities under the terms of the Tenancy Agreement. The deposit will, in most instances, be the equivalent of six weeks rent. On the day the tenancy commences, the deposit is transferred to the deposit account. The Tenant does not receive interest on the deposit held. The deposit cannot be used against payment of rent, or any other charges, whilst the tenancy remains in force. Under the 2004 Housing Act, which came in force on 6th April 2007, Comber & Company have chosen to join the Tenancy Deposit Scheme (TDS) for Regulated Agents. Once the tenancy has commenced, you will receive written confirmation that your deposit has been registered with the Tenancy Deposit Scheme (TDS).

Inventory Check-in / Check-out

The landlord pays for the check-in at the commencement of the tenancy. When vacating the property, the Tenant is liable for the inventory check-out charge, which will vary on the size of the property and we can confirm this charge for you upon request. This is your contribution towards the cost of the closing inspection.

Council Tax, Utility Bills and TV Licence

Unless stated otherwise the Tenant is responsible for payment direct to the relevant body.

It is the Tenant's responsibility to contact the electricity, gas and water companies as well as the relevant Council for council tax and ensure accounts are transferred into their name. The Tenant will also be responsible for acquiring a T.V. licence.

Comber & Company will assist you with this process.

Initial Payment and Future Rent

Payment of the first months' rent, deposit and agreement fee will be required in full with cleared funds prior to commencement of the lease. This payment is made when the tenancy agreement is signed. Initial payments must be made by Bankers Draft or Debit Card. Unfortunately, we cannot accept Credit Card, Cheque or Cash payments.

We encourage future rent to be paid by standing order on the rent due date.

Contents Insurance

You are required to carry adequate insurance for your **OWN** contents. Comber & Company or the landlord cannot be held responsible for any loss or damage to your own personal effects.

Restrictions

Some rental properties have restrictions relating to smokers, pets and sharers. A further fee and additional security deposit may be required for consent, where appropriate. All applicants must be a minimum of 18 years of age.

Inventory

An Inventory will be prepared for the property and the Tenant will be given a copy at the commencement of the tenancy. The Tenant will be checked into the property with an independent Inventory Clerk. The Tenant should check the contents of the inventory. Should the Tenant have any amendments, they will be required to return the amended inventory to the office within 10 working days.

Property Visits

If the property is a 'Managed Property' then Comber & Company will be required to undertake regular property inspections. Access may also be required for Gas & Electricity inspections. Appointments will be booked in advance with Tenants.

Welcome Letter

Comber & Company will send the Tenants a 'Welcome Letter' shortly after tenancy commences. This will give you any contact details that you may need. Often Comber & Company only act on a 'Find Only' basis and will provide you with your Landlords contact details for any issues thereafter.

Notice to Vacate

To terminate a Tenancy, the Tenant is required to serve one months' notice in writing on or before a rent due date, unless otherwise agreed. A Tenant wishing to vacate a property before the tenancy expires will remain liable for rent and outgoings up to the end of the expiry date. Comber & Company will re-market the property with the Landlord's permission and if we are successful, the Tenant can be released from his/her obligations on the date a new Tenant commences the Tenancy. The Tenant will be liable for any costs that the Landlord usually bears for example Check-In costs.

Periodic Tenancy

If the Tenant remains in the property after the original Tenancy has expired without renewing the Tenancy, then the Tenancy will automatically convert to a Periodic Tenancy under the same terms and conditions as in the original Tenancy Agreement.

Property Address:

Name of Applicant:

Data Protection

In processing your tenancy application, we shall be required to process and store personal information on your behalf and liaise with credit referencing agencies and your landlord. We shall make every effort to keep such information safe and secure. Once you have moved into the property, it may occasionally be necessary to share contact information with trusted contractors (for example to arrange access for maintenance work), utility companies and other related parties. We will not divulge or pass on your details to any third party for marketing purposes without prior approval unless this is necessary to comply with a statutory obligation.

Where there are rent arrears or other charges remaining at the end of the tenancy, we reserve the right to pass on your details to a tracing agent or debt collection company to help recover the money owed. Leaving unpaid rent and other bills at the end of your tenancy may affect your credit rating, and your ability to obtain a new tenancy, or other credit facilities.

I, the Tenant, agree that my personal details may be shared with trusted third parties such as utility companies, maintenance contractors, the landlord, credit and referencing agents and debt collection companies etc as necessary.

Signed.....

Date.....

(Applicant)