



### Tenants Terms Of Business

By signing this document, you agree to the terms set out and understand that failure to move into the property on the date agreed or failure to pass referencing will mean the forfeit of the Holding Deposit paid upfront by the named persons to Middleton Estates.

#### Office Details:

Middleton Estates & Co Limited

Trading as - Middleton Estates

72b High Street, Shoreham, West Sussex,  
BN53 5DB

**Property Address** \_\_\_\_\_

**Rent (Per Annum) £** \_\_\_\_\_ **Move In Date** \_\_\_\_\_

Term \_\_\_\_\_

Rent Free Period \_\_\_\_\_

Requests \_\_\_\_\_

**License needed** \_\_\_\_\_

#### Lead Contact

Name:	Number:
Address:	Postcode:
DOB:	Email:

#### Company Details:

Trading name / Company name \_\_\_\_\_

Company Address \_\_\_\_\_

Trading length \_\_\_\_\_

Turnover / profit \_\_\_\_\_

Identification and Proof of residency will need to be obtained for the 'Right To Rent'

Lead Tenant Initial \_\_\_\_\_



**Tenants Guide to Lettings, Services and fees**

**Holding Deposit** £ \_\_\_\_\_ **Date** \_\_\_\_\_

**Move in Balance**

month's rent in advance	£
Security deposit ( ___ months' rent)	
Tenancy setup fee £500 plus vat	£
Check in Fee £75 + VAT	£
Inventory £150 + VAT (if requested)	£
- Holding deposit	-£
Total	£

**Other charges**

Renewal of tenancy agreements are £180 plus vat to be paid no later than a month before the date of the tenancy is set to expire. Only when the payment for the renewal has been taken shall you receive a new tenancy agreement to sign. Landlord payments may be incurred at this point and relevant solicitor fee's.

**Tenancy Application / References**

All persons aged 18 and over will complete an Application Form and be named in the Tenancy Agreement. We will take up references on all potential tenants over the age of 18, which will include a bank reference (for which your bank may charge a nominal fee, a credit reference), an employer's reference, an accountants reference and a previous landlords reference.

A payment of £500 indicating your commitment (holding deposit) is required when you submit your application and is held against expenses and fees occurred. If your application is successful, this payment will be deducted from your moving in balance. The Payment is non-refundable should your application be unsuccessful or cannot be withdrawn in certain circumstance. Please note that this payment in advance does not constitute a tenancy or offer of a tenancy but is proof of your serious intention to proceed. The holding deposit will also result in you being put forward to the landlord and once all references have been passed and received we will no longer market the property and/or show any other tenants to the property.

Your landlord details for referencing:

Name: \_\_\_\_\_ number: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Lead Tenant Initial \_\_\_\_\_



### **Tenancy Agreement**

If you wish to make any adjustments to the tenancy you must inform us in writing, and subject to the landlord's agreement (which might include the need to take up new references) we will prepare new documents for signature. Before signing these new documents, you will need to pay our admin fee of £180 plus vat.

### **Security Deposit**

The deposit is registered by the landlord and refunded by the landlord.

### **Inventory and schedule of condition**

An inventory and schedule of condition of the property, its contents, furniture, fittings, and effects will go ahead before you move into the property and agreed with you at the commencement of your tenancy.

### **Rental Payments**

All rent is payable in advance by standing order. Please note that all standing order payments should be made three days prior to your rent due date to allow for clearance. Should you experience any financial problems during your tenancy it is essential that you contact us immediately.

### **Tenants obligations**

You should be aware that responsibility for the property rests with any tenant during any tenancy. It is particularly important that any gas or electric problems are reported immediately and the property is fully secured when you leave it unattended at any time. During the winter months' necessary steps must be taken to prevent the freezing of the water and heating systems

Signed on behalf of middleton estates

\_\_\_\_\_ Date \_\_\_\_\_

Signed by the Lead tenant agreeing to all terms set out on this document

\_\_\_\_\_ Date \_\_\_\_\_

Lead Tenant Initial \_\_\_\_\_