



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 Calendar Month) £ _____ **Move In Date** _____ **Term** _____

Pet DSS Require a Guarantor Requests _____

Lead Tenant

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

Tenant

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

Tenant

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

Tenant

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

Guarantor

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

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

First month's rent in advance	£
Security deposit (1 + 1/2 months' rent)	£
Tenancy setup fee £195 + VAT (per tenant)	£
Check in Fee £75 + VAT	£
Inventory £75 + VAT	£
Total	£
Deduction of the holding fee (-£)	-£
Total (To be paid on or before day of move in)	£

Other charges

Renewal of tenancy agreements are £80 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.

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 £250 / £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 The Payment is non-refundable should your application be unsuccessful or cannot be withdrawn in certain circumstance.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 fee 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

Before any tenancy begins you will sign a Tenancy Agreement setting out the landlord's and tenant's obligations. A charge of £195 + VAT is made for the preparation of the original Agreement and a further £80 + VAT for any tenancy renewal. The tenancy once signed is legally binding.

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 £80 plus vat.

Security Deposit

Before your tenancy commences you will be required to pay a security deposit which is a minimum of 1 month's rent. This deposit is held under the DPS (Deposit protection scheme) or passed to your landlord to register. The deposit is held against any damages or expenses arising during your tenancy and will not be released until after you vacate the property and we have confirmation from the landlord to do so. The deposit is also held until all rent has been paid up to date and we have written confirmation of any costs for damages from both parties. No interest on the deposit is payable to either party.

Tenancy Deposit Protection

When we receive your security deposit your landlord or agent must protect it using a Government Authorised Tenancy Deposit Scheme. This is to ensure you get all or part of your deposit back when you are entitled to it and any disputes will be easier to resolve. Within 30 days of paying your deposit your landlord or agent is required to give you details about how your deposit is protected. This includes the contact details of the tenancy deposit scheme and what to do if there is a dispute at the end of the tenancy.

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.

It is important that you take care in agreeing the Inventory and Schedule of Condition at this stage as it forms 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 again, in your own interests we strongly recommend that you are present at both check in and check out.

Lead Tenant Initial_____



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 in leasehold properties mainly flats and maisonettes the tenant will be bound by the rules and regulations affecting all residents within the block contained in the head lease.

The agent's obligations

Our obligations will vary depending on which of the following services we provide for your landlord, but all will receive a 'How to rent guide' with all government information.

- Let only basis
- Let and rent collection
- Let and full management

Further notes

Property visits – properties may be subject to visits. The purpose of these is to check the condition of the property, it's cleanliness, garden maintenance and the way in which the tenancy is being conducted generally a mutually acceptable appointment will be made in advance with the tenant
Pets should you wish to keep one or more pets in the property we will negotiate this individually with your landlord, and include a specific clause in your tenancy agreement.
Council tax it is the tenant's responsibility to pay the council tax directly to the local authority.
Insurance - the tenant is responsible for insuring his / her own personal effects and furnishing.
Burglary - should the property be burgled during the tenancy you must contact the police and the Estate Agents immediately.

Utility Bills –

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 _____