



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 result in forfeiture of the Holding Deposit paid upfront by the named persons to Middleton Estates.

Office Details:
 Middleton & Co Estates Limited
 Trading as - Middleton Estates
 72b High Street, Shoreham, West Sussex,
 BN43 5DB

Property Address _____

Rent (per Calendar Month) £ _____ **Preliminary Move In Date** _____ **Term** _____

Pet O DSS O Require a Guarantor O

Requests:

Lead Tenant

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

Tenant

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

Tenant

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

Tenant

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

Guarantor

Name:	Mobile 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)	£	.00
Security deposit (1&1/2 month rent) If guarantor is provided, then 1 month will be required	£	.00
Tenancy setup fee £250 + VAT (per applicant) To include referencing + all administration	£	.00
Gaurantor ref / Set up - £100 + vat To include referencing + all administration	£	.00
Check in / out Fee £100 + VAT	£	.00
Inventory Fee Bedsit – studio UNF - £70.00 + vat 1 Bed – 2 Bed UNF - £80.00 + vat 3 Bed – 4 Bed UNF - £90.00 + vat 5 Bed + UNF - £100.00 + vat Furnished properties will occur fee of - £20.00 + vat	£	.00
Total	£	00
Deduction of the holding fee paid upfront	-£	.00
Total (To be cleared funds in the bank account provided the day before the 'move in' date unless agreed otherwise)	£	.00

Other charges

Renewal of tenancy agreements are £100 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.

Would you like to be contacted about (please tick);

- Tenant Liability Insurance (by agreeing to this, you agree to be contacted by Blinc)
- Tenant Contents Insurance (by agreeing to this, you agree to be contacted by Blinc)

Middleton estates act as a 'introducer' to these products and will pass your details over to 'Blinc'. Middleton estates are not liable for any 3rd party offers, insurance or warranty.

Lead Tenant Initial _____



Tenancy Application / References

All persons aged 18 and over will complete referencing and be named in the Tenancy Agreement. Referencing will be independent and will go through a company called 'Blinck', we can provide all information for this at request.

A payment of £300 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.

Our Bank Details

FOR MOVE IN PAYMENT: NatWest 27130800 60-19-17

Use reference: _____

For rental payments starting from month 2 please pay into the following account:

FOR RENT PAYMENTS: Payprop 26966166 50-00-00

Use reference _____

Tenancy Agreement

Before any tenancy begins you will sign a Tenancy Agreement setting out the landlord's and tenant's obligations. A charge of £250 + VAT (per person) is made for the preparation of the original Agreement and a further £100 + 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 £100 plus vat.

Security Deposit

Before your tenancy commences you will be required to pay a security deposit which is a minimum of 1 months' rent. This deposit is held under the DPS (Deposit protection scheme) unless stated otherwise. The deposit is held against any damages or expenses arising during your tenancy and will not be released until after you vacate the property, hand back keys, provide a forwarding address 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.

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 form 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. A fee for this will be a minimum of £70 plus vat and a maximum of £120 plus vat, paid before the start of the tenancy agreement.

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. Failure to contact us within 7 days of the rent not being paid in full on the date agreed will incur administration costs of £25 plus vat per letter sent to recover the debt. Only one letter per week will be sent to the address directly or hand delivered. Evidence will not need to be provided for this fee to occur.

Lead Tenant Initial _____



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. Condensation also may occur, please contact the landlord immediately.

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.

Tenant find service	
Tenant find service plus rent collection	
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. You agree to the first visit to occur after 3 months of the start of the tenancy agreement and 6 months thereafter.

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 prior to you moving in. this will need to be agree on page one by requests. Failure to disclose this information will lead in forfeiting your holding deposit to Middleton estates and/or incur further costs.

Council tax it is the tenant's responsibility to pay the council tax directly to the local authority.

Contents 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 then Estate Agents immediately.

Landlord Reference – If you will require a landlord reference from us during or at the end of the tenancy agreement you will be required to pay £25 plus vat before we will release any information. This will need to be sent to us via email.

24 Hour emergency telephone number – 07960287623

By signing this document, you agree to all parts of this document

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 _____