



So you have decided to rent a property.....

Deciding to rent a property can be exciting and daunting in equal measures. But with our help we could make it a hassle free experience.

Talk to us:

Please be honest with yourself and us from day one

- Set yourself a realistic monthly budget and make sure you include council tax and utility bills in addition to your rent. As a general rule of thumb your monthly take home pay should be at least 2½ times the monthly rent.
- Remember that generally you will need to pay the first month's rent, a deposit/bond and an application fee before being able to move into a property.
- Consider the type of property you would like to live in.
- Think about the location of the property, whether you need to be close to work, public transport routes or motorways.
- Consider the size and number of bedrooms you need.
- Whether you require a furnished or unfurnished property.
- Consider if a parking space or maybe a garden is essential.
- And of course the earliest and latest dates you need to move in.

Just be aware that some landlords place restrictions on the suitability of potential tenants so you must be honest with us from the start about things like benefit payments, pets or smoking.

Once you have considered your rental criteria, look at our website www.fslestateagents.com, talk to us over the phone or pop into our office and we will show you the available properties. We will then be able to arrange viewings on any properties that are suitable for you.

Applying for a tenancy:

Once you have viewed a suitable property and decided it is the one for you, the next step is to fill out an application form.

All adults who will be living at the property will have to be named on the tenancy agreement and must complete an application. As part of the application we will need the following:

- We need to see a photo id for each applicant (photo driving licence or passport)
- We need a copy of a utility bill showing your current address
- We need your application fee (payment by cash, cheque or BACS)

If you have found the ideal property, it's important you apply quickly. We cannot hold a property for you until we receive your completed application form and payment.

Our fees:

Each applicant pays £50 plus VAT (£60) for an identity and credit check. This verifies that the information that you have told us about yourself is correct.

If you have a previous poor credit history or your income doesn't meet our 2½ times the rent criteria, you will need a Guarantor to guarantee that the rent will be paid. An identity and credit check for the Guarantor is also £50 plus VAT (£60)

Finally there is a one off administration fee of £50 plus VAT (£60) which covers our costs to produce the tenancy agreement and move you into the property.

So for example

- 1 adult applying for property: 1 x credit check plus an application fee = £100 plus VAT (£120)
- 2 adults applying for a property: 2 x credit checks plus an application fee = £150 plus VAT (£180)

You must be aware that the identity and credit check element is not refundable. Also if everything is Ok with the checks and you decide at the last minute that you don't want to go ahead your admin fee will not be refunded.

FSL Estate Agents, Unit 8 Lakeside, Calder Island Way, Wakefield, WF2 7AW

Telephone: 01924 365250 • E-mail: enquiries@fslestateagents.com • Web: www.fslestateagents.com



It's time to move in

Before handing over the keys to your new home there are 2 important things that we need:

1. The deposit/bond and 1st month's rent. We can accept cash on the day but if you want to pay by cheque or BACS the funds must have cleared in our bank before handover.
2. All adults, plus the guarantor must be present to sign the tenancy agreement.

Remember also that once you move in you may want to take out Contents Insurance for your belongings. We can provide further information and suggest companies to use for this.

As part of the handover we will:

- Take gas, electric and water meter readings (where available).
- Tell you how to pay future rent payments and when these are due.
- Finally we will let you know who to contact in terms of emergency or breakdown.

Safeguarding your deposit

Please don't worry about getting your deposit (aka bond) back. All Assured Shorthold Tenancies are protected by the DPS (Deposit Protection Service). It's a government approved service which holds onto your deposit. This service was set up to protect both landlords and tenants with regards to deposits. It's a very honest and fair system you can trust.

During the tenancy

To ensure that the tenancy goes smoothly there are a few rules which you must adhere to.

- Make sure that your rent is paid on time.
- Look after the property and report any faults.
- Don't carry out any alterations or redecorate without prior permission.
- Remember that you are responsible for cleaning windows and maintaining the garden (if applicable)
- You are responsible for securing the property at the times you are not there.

If you do experience problems we are here to help. If something stops working we have someone who can fix it.

Your lease is up

About 8 weeks before your lease is due to expire please let us know whether you'd like to stay on in the property.

If you would like to stay we will arrange a new tenancy agreement for you to sign. There is a small admin charge of £35 plus VAT (£42) to pay.

Or if you would like to move out let us know as we'll have to remarket the property for the last month of your tenancy and need to arrange for viewings. We'll always give you 24 hours notice.

It's time to move out

When the time does come for you to move out, please make sure that you:

- Return you keys to us on time or you will be charged additional rent.
- Remove any rubbish.
- If you have put up pictures, etc, make sure that all holes are filled and walls redecorated.
- Any accidental damage is repaired (it's easy to scuff walls when moving furniture).
- Clean all rooms paying particular attention to the cooker and fridge.
- If the property is furnished put all furniture back in the rooms they were in at the start.
- Take meter readings.
- Re-direct your post.
- Provide us with a forwarding address.

Once you've left the property we'll check it over and if everything is ok you will receive correspondence from the DPS about the return of your deposit.

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