

TempleHill

Residential Lettings and Property Management

First-time renting or perhaps you just want to have an idea what happens next? Our TempleHill Tenant Guide is explained below, making your property-search as stress-free as possible

Find a Property (approx.. 1-5 weeks)

We would advise you to start looking for a property approximately 6-8 weeks prior to your moving date. This will allow time for browsing the market, viewing and completion of paperwork. Also some properties may still have tenants in situ so their moving out date will have to be considered as to it fitting in with your own requirements. Have you considered what location you prefer, your budget, whether you require furnished or unfurnished, car parking, etc. At TempleHill, our aim is to work with you and guide you through each step of the way.

References & Paperwork (approx.. 5-10 days)

Once you have found the property you like, the following steps have to be taken to progress your application.

Firstly, so that TempleHill can reserve your chosen property, you will be asked to provide us with the following:

- 1.** Proof of residency and identity (passport **OR** driving licence **AND** a recent utility bill);
- 2.** A holding fee (equivalent to ½ month's rent) so that we may withdraw the property from the market;
- 3.** A completed Tenant Application Form which we will hand you so that we may proceed with references;
- 4.** A referencing and tenancy administration fee.

Once all reference checks have been made, a firm tenancy commencement date will be agreed and all necessary and supporting paperwork drawn up by TempleHill. On some occasions, a Guarantor may be required and this we will discuss with you, if applicable.

Tenancy Commencement

Prior to the tenancy commencement date, cleared funds will be required for the first month's rent (minus your holding fee already paid) and a deposit which is usually the equivalent to 1 ½ month's rent (may be subject to change by Landlord request). The deposit will be held with a government approved scheme: Deposit Protection Services (DPS) and will be returned to you at the end of the tenancy, less any agreed deduction where TempleHill manage the property on behalf of the Landlord. If the property is managed by the Landlord, then they will make their own

arrangements unless otherwise stated on your agreement. In any event, it is now a legal obligation for the deposit to be registered with an approved scheme. Once cleared funds have been received by TempleHill as described above and on your tenancy commencement date, we shall provide you with your copy of the signed Tenancy Agreement, two copies of the Inventory & Schedule of Condition of your property and, of course, your keys!

Please Note: Please ensure that you have taken adequate Contents and Fixtures/Fittings insurance to cover accidental damage to yours and any of the Landlord's items in the property.

We recommend you allow 10-14 days from finding the property you like to moving in. In certain circumstances, this can be hastened and we appreciate you will be anxious to move so if we can process the paperwork more rapidly we shall certainly endeavour to do so. However, in some cases, we may have to wait for the existing tenant to vacate the property and for the requisite checks to be carried out. What we do ensure is that you are kept updated and informed every step of the way so you will have no need to worry unnecessarily. We aim to make the process as simple and seam-free as possible for you and urge you to contact us if, at any stage, you have any queries or problems – we are here to help! TempleHill seek to provide you with a quality service leading to a relaxed and happy tenancy in your chosen home.

For further information on your rights as a Tenant:

<https://www.gov.uk/private-renting/your-rights-and-responsibilities>