



## General Information for Prospective Tenants

1. Andrew Granger & Co. charge an application/administration fee of £234.00 inclusive of VAT (£195.00 + VAT), if a second person intends to reside at the property then a further application fee of £60.00 inclusive of VAT (£50.00 + VAT) will be required. The application/administration fee covers the cost of credit scoring, referencing, preparing agreements and registering the deposit with The Tenancy Deposit Scheme. The application/administration fee should be forwarded together with our application form. Should any application be accepted and require a guarantor, then an additional fee of £60.00 inclusive of VAT (£50.00 + VAT) will be charged, as further referencing will be required. Please note that due to processing costs we are unfortunately unable to accept credit cards as a method of payment.

Should you wish to pay by bank transfer, our bank details for payment are as follows:

**Sort Code: 53-81-46 (Nat West)**  
**Account Number : 08466246**

**Please quote your name as a reference.**

Please note that all applicants and guarantors will be subject to a credit check and any other references as required.

Please note that should your application not be accepted by the landlord, then any identification and your administration fee will be returned to you.

If your application is declined due to unsatisfactory referencing, undisclosed county court judgements, change of mind by the applicant etc, once referencing has commenced, then the administration fee will not be returned.

2. Prior to the outset of the tenancy we will require one calendar month's rent in advance and a further month's rent plus £250.00 to be held as a damage deposit, (for example: one month's rent £500.00 plus damage deposit of £750.00 [£500 + £250] totalling £1250.00). This sum needs to be paid seven working days prior to the commencement of the tenancy. Andrew Granger & Co belong to the Tenancy Deposit Scheme run by the Dispute Service. The scheme will provide protection for landlord and tenant when handling deposits as well as offering a remedy when dispute arises concerning the deposit. No interest is paid on the deposit. Should the landlord hold the deposit you will need to pay this amount directly to the landlord after signing the agreement. If a tenant requires the start date of an agreed

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**Andrew Granger & Co is a trading name of Andrew Granger & Co Ltd, Reg No 09298477.**

tenancy to be changed then a nominal administration fee of £12.00 inclusive of VAT (£10.00 + VAT) will be charged.

3. Please note that our tenancy agreements do not allow pets to be kept at any of our properties. However, where a landlord agrees to allow pets to be kept at the property we will ask for evidence of a professional carpet clean at the end of the tenancy.
4. **Identification:** Applicants will be required to provide suitable identification including proof of name and proof of address.
5. **Bank Statements:** Please note that we require 3 months current bank statements as proof of affordability. We cannot process your application without this information. Please note that we require this information for an initial affordability assessment only – we will **NOT** keep a permanent record of this information.

Please note that guarantors must also provide copies of 3 months current bank statements.

6. Our tenancy agreements initially run for a six month period and our administration charge for a 6 month renewal is £66.00 inclusive of VAT (£55.00 + VAT) or £96.00 inclusive of VAT (£80.00 + VAT) for a 12 month renewal. Should a Landlord permit a tenancy to go on to a periodic (roll-over) arrangement, then an administration fee of £66.00 inclusive of VAT (£55.00 + VAT) will be charged. Should the tenant need to leave the property at any time during a 6 month tenancy then Andrew Granger & Company will seek landlord permission to advertise the property for re-let. Should we be successful in securing a suitable replacement tenant then we will release the existing tenant and charge a fee of £234.00 inclusive of VAT (£195.00 + VAT) for this service. Should the landlord permit adding another tenant to the tenancy agreement then a fee of £117.00 inclusive of VAT (£97.50 + VAT) will be charged. Should a tenant request a copy of a tenancy agreement at any time then a charge of £30.00 inclusive of VAT (£25.00 + VAT) will apply. Should a tenant request a copy of any correspondence other than a tenancy agreement then a charge of £12.00 inclusive of VAT (£10.00 + VAT) will apply. If a tenant requires the start date of an agreed tenancy to be changed, then a nominal administration fee of £12.00 inclusive of VAT (£10.00 + VAT) will apply. Please note that due to processing costs we are unfortunately unable to accept credit cards as a method of payment.
7. We have a scheme available (subject to landlord approval) to assist prospective tenants who are either in the process of selling their properties or are unable to proceed immediately. In order to accept an application, the property sale needs to be exchanged with a date set for completion. If the property sale has not exchanged and the prospective tenant would like to secure a rental property, then we can arrange to accept a month's rent in order to hold the property (with landlord permission). If the sale completes during the 'holding' month, then we can commence the tenancy on the completion date and apportion

the rent accordingly. If the sale has not exchanged or completed at the end of the 'holding' month, then the tenant has the option to either hold the property for a further month by paying a second month's rent or withdraw from the arrangement at no further cost. In this instance we will arrange to re-advertise the property.

8. Notice Periods – we ask tenants to give us at least one month's notice of their intention to leave when they are coming to the end of a six month tenancy. Tenants are required to give us a minimum of one month's notice (from the rent payment date) when they are within a roll-over tenancy.
9. Applications will not be accepted until the property has been viewed internally.
10. Applicants should be employed and not in receipt of Housing Benefit.
11. Andrew Granger & Co. will apply for the following references upon acceptance of an application:-
  - Employer's Reference
  - Landlord Reference (if applicable)
  - Credit Check
12. Andrew Granger & Co. will inspect properties after initial 3 months from the beginning of the tenancy and then approximately on a six-monthly basis.
13. Andrew Granger & Co. use a company called Tenant Shop to assist with updating utility companies and local authorities at the beginning and end of each tenancy. Tenant Shop will also contact you to help you find the best deal for your gas, electric and water. They are totally impartial and will find you the best deal in the market to suit your circumstances. Tenant Shop can also help you find a competitive media package for your television, broadband, telephone requirements and insurance.
14. It is part of your tenancy agreement that you must take out tenant's liability insurance cover for a minimum of £2,500 cover for any accidental damage you may cause to the landlord's fixtures and fittings. We can arrange a quote for you through one of our partners, but you can source this through any provider you wish. You will need to provide a copy of your policy prior to moving in to your property.
15. The landlord is responsible for any repairs relating to the building and anything else that they have supplied, unless agreed otherwise.
16. Andrew Granger & Co. ask all tenants to set up a standing order for their rental payments. (Payable per calendar month i.e. if the tenancy starts on the 1st then rent is payable on the 1st of every month).

17. A late payment fee of £30.00 inclusive VAT (£25.00 + VAT) will be charged to the tenant should the following occur: failed standing order or any payment not received on the due date without prior agreement. £30.00 inclusive of VAT (£25.00 + VAT) will be charged to the tenant should a cheque be represented.
18. All tenants aged 18 and over intending to reside at any property will be asked to sign the tenancy agreement.
19. At the time of signing the tenancy, the tenant will be given a completed Schedule of Condition form to be checked and returned within one week. If the Schedule of Condition form is not returned, duly signed, then it will be accepted that the tenant agrees with the condition of the property as recorded on the statement of condition form. If the landlord holds the deposit then he will arrange to prepare a Schedule of Condition form.
20. At the end of the tenancy we ask the tenant to return the keys to our office along with forwarding address details so that we can return the damage deposit. If we find the property is not returned in an acceptable condition then we will instruct the appropriate contractor after discussion with the tenant.
21. Andrew Granger & Co. must be informed immediately of any change of utility provider.
22. After final inspection of any properties should Andrew Granger & Co need to return to the property to inspect any subsequent work carried out by the tenant, e.g. grass cutting, cooker cleaning etc, then an additional administration fee of £60.00 inclusive of VAT (£50.00 + VAT) per visit will apply.
23. Andrew Granger & Co observe the data protection rules under the General Data Protection Regulations (GDPR). Please rest assured that we will never release your personal data to any third party who has not been approved by you and we will store your details securely.

February 2018