

**BRIEF OUTLINE OF TERMS AND CONDITIONS OF HOOPER HOMES
FOR INGOING TENANTS PROPOSING TO TAKE AN ASSURED SHORTHOLD
TENANCY**

Please return these forms to our offices with some formal identification (drivers licence or passport AND at least one utility bill) as soon as possible.

As agents we require one months rent to be paid in advance (being the first months rental) to be paid upon your commencement. There is also a dilapidation deposit payable upon the commencement of your tenancy of one months rent + £300.00 (This deposit will be held by the Deposit Protection Service, which website you should visit and obtain information and advice at www.depositprotection.com/. If this is a joint tenancy then a lead tenant must be named by you (if not we will name a lead tenant ourselves) to be responsible for representing the interests of all joint tenants and any third party and be responsible for providing repayment information, a valid forwarding address for each tenant and any Third Party and ensure any proportion of the deposit is divided equally). However, if the rent exceeds £800.00 per calendar month, then a minimum deposit of double the amount will be required. Prospective tenants should note that the deposit is fully refundable at the end of the term, providing that the following is adhered to;

- 1) There is no damage whatsoever to the property or its contents.
- 2) All has been left in a good, tidy condition.
- 3) We have receipt of all final receipted accounts.
- 4) No other charges have been incurred.
- 5) No rental loss during the period of the tenancy.
- 6) A forwarding address has been given for the deposit to be refunded through the postal system.

The tenants are requested to pay a **NON REFUNDABLE** administration fee of £325.00 for a single tenancy, a further £75.00 is required for a joint tenancy. **(DO NOT PAY THIS IF YOU ARE UNSURE ABOUT YOUR STATUS)**. This fee covers the agents costs for general administration, applying for references and credit checks. Any adverse information received may result in the landlord (or his agents) declining to enter into a tenancy agreement with you. A guarantor &/or a larger deposit may also be required dependant upon the result of these checks. Tenants are also required to pay a fee of £75.00 on each tenancy renewal to cover the costs of administration.

All initial payments must be made in cash, bankers draft or building society cheque. Any monies by personal cheque require the agent to allow 10 working days for clearance. All lettings are exclusive of outgoings, being Council tax, water, electricity, gas, telephone and TV services.

Communications: For any written reminder regarding rental payment/tenancy renewal you will be charged £25.00. If you pay your rent on time you will incur no administration charges. Also, if cheques are not honoured by your bankers, charges will arise to us of £40.00 which will be passed onto you/yourselves.