



COPELANDS

**TENANT
INFORMATION
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Copeland's independent local letting agent specialise in lettings throughout North Derbyshire and South Yorkshire. At Copelands we understand the importance of finding the right property and how difficult this can be. That is why our experienced and dedicated team are on hand to help you find exactly the right property you're looking for.

Here are some tips and things to consider when looking for a property:

- Identify the area(s) you are looking for, which areas best suit your needs?
- Identify the type of property you require, i.e. Detached House, Terraced House, Flat, Apartment, number of bedrooms required, do you need a garden, do you require off road parking etc
- Identify the price range of properties you can afford to rent.
The cost of renting a property does not just include the rent; you may also need to take into consideration costs such as council tax, utility bills and maintenance costs of keeping the property in good order etc.

How can Copelands help me find the right property?

Copelands manage a substantial number of varied properties, meaning we can find the right property for you. To register your details with us contact our office, where our staff will search our database of properties available to find a suitable property which meets your requirements. Should we not have any properties suitable at the time of your enquiry we will place your details on our database which is checked on a regular basis and inform you if any suitable properties come available.

How to view a property?

Viewings arrangements for each property will vary. To arrange a viewing contact our office on 01246 232698 or 276459.

What happens when I have found a suitable property?

When you have found a suitable property, you will be required to fill out an application and supply two written references. As a minimum we require an employer reference and also a previous landlord or personal reference, we understand that each individual's circumstances vary and in some cases these references may not be available. In this situation we will agree with you alternative suitable references. In some cases we may ask for a guarantor, should a guarantor be required they will also need to fill out an application form.

Should your application for the property be successful you may be required to pay a holding fee to secure the property. Holding fees are non refundable will be deducted from the total monies due on signing the tenancy agreement.

Please note all applicants must be over the age of 18 years. The majority of our properties will not allow smokers, pets or DSS, and you should enquire with our office before applying should any of these apply to yourself.

The Tenancy

On signing your tenancy agreement you will be given a copy of the agreement and time to read over and check the document before signing. Should you wish to read over the document before the day of signing this can be arranged on request.

When taking the property you will be required to a months rent in advance, the bond and an administration fee of £195 (minus any holding fees which may have been paid prior). All rents are paid monthly in advance by standing order.

The bond deposit paid at the commencement of the tenancy will be safeguarded by the Tenancy Deposit Scheme, which is administered by:

The Dispute Service Ltd
PO Box 541
Amersham
Bucks
HP6 6ZR

Phone 0845 226 7837
Email deposits@tds.gb.com
Fax 01494 431 123

At the end of your tenancy should there be no disputes the bond will be returned in full, should any of the bond be retained due to damage/repairs caused by the tenant the balance of the deposit will be returned after deduction of the landlord's expenses.

Tenants Responsibilities

From the day in which you hold the keys for the property you will become responsible for all utilities (including gas, electricity and water rates) and council tax. You will be required to take meter readings and inform the relevant suppliers and local authorities of your new occupation.

Under the terms of the tenancy agreement, the tenant will be responsible for maintaining any gardens at the property (unless stated otherwise), all gutters and drains are the responsibility of the tenant to keep clear and you will be expected to maintain the property to a satisfactory level i.e. the property should be in as good or better condition as when you took occupation.

As a tenant you will not be covered by your landlord's contents insurance, therefore it is your responsibility to ensure you take out suitable contents insurance for your own goods.

Should you require any further advice contact our office where our team will be happy to help.