

TENANTS PRE-TENANCY TERMS AND CONDITIONS

1. We will ask for a minimum holding deposit equal to 1 weeks rent to secure the property, subject to contract. Stanford Grey reserve the right to retain your Holding Deposit to cover reasonable expenses should you decide not to proceed with the let, if you fail right to rent checks, if application forms are returned from a prospective Tenant or Guarantor later than 7 days or contain misleading information that cannot be construed as a mistake.

PHOTO ID AND PROOF OF ADDRESS ARE REQUIRED FROM ALL TENANTS – COPIES OF WHICH WILL BE KEPT ON FILE. This must be provided before references are taken.

2. A full reference form must be completed by every person over the age of 18 that will be moving in. This will require details of current and previous addresses including any relevant landlord information, employment details covering the last three years (or details of accountant if self-employed), details of a character referee and your bank details.

3. Once we are in receipt of satisfactory references, we will then confirm a date for occupancy (Stanford Grey do not take responsibility should your referees not respond in time). You should not make any arrangements to move in unless this date has been confirmed to you by Stanford Grey. A specific appointment must be made with the branch and inventory clerk for this to be confirmed.

4. You will receive a letter following satisfactory referencing to confirm your appointment time for move in and check in, and what documents you must bring with you. Failure to meet appointment time or bring appropriate documents may lead to move in being postponed or cancelled.

5. Standing orders must be set up to leave your account at least three days prior to the rent date. It is your responsibility to ensure this is done in time for the next rent due and proof of standing order may be required at check in appointment.

6. On the agreed move in date all persons wishing to occupy the property must attend the check in appointment and sign the tenancy agreement including the Guarantor where applicable.

7. We will require the remaining security deposit (to total 5 weeks rent) and the first month's rent to be paid on or prior to the day we arrange for you to move in. This must be paid by Bank Transfer (please call for confirmation of receipt).

8. Once all parties have signed the agreement including the guarantor where applicable and paid the balance of funds, we will release the signed tenancy agreement and keys to you.

9. Shortly after check in appointment is complete, we will provide you with a copy of the Inventory Report via the DB Inventories system. The lead tenant will receive a text message and email upon its arrival and will then have 7 days to log in, review the document and submit observations via comments and photographs using the system. After the 7 day period, the Inventory will automatically finalise and cannot then be amended. This final document is presumed to be agreed as accurate by all tenants and will be used to check the tenant(s) out.

10. At the end of your tenancy once you have returned your keys we will check the final inventory and providing there are no dilapidation's or damage to the property, your deposit will be refunded once we have seen proof that utilities have been transferred into tenant(s) name(s) and we have The Landlord's consent.

11. The Security Deposit will be safeguarded by the Tenancy Deposit Scheme, which is administered by: The Dispute Service Ltd, West Wing, First Floor, The Maylands Building, 200 Maylands Avenue, Hemel Hempstead, Herts, HP2 7TG , 0300 037 1000, deposits@tds.gb.com. All security deposits are

held as shared equally by all tenants unless we are otherwise informed in writing prior to tenancy commencement.