

O'Riordan Bond Lettings

Tenant Permitted Charges

O'Riordan Bond Lettings	Fees
Refundable tenant holding deposit <i>To reserve a property – is refundable if the Landlord decides not to proceed with your application. These monies will not be refunded if you decide not to proceed with the application, fail right to rent checks, provide false or misleading information or fail to provide any information needed to proceed with your application within 15 days. If successful these monies will be deducted from your first months rent</i>	One Weeks Rent
Refundable tenant security deposit <i>To cover breaches of agreement. This will be registered and protected by the Deposit Protection Scheme (DPS) or My Deposits and may be returned at the end of the tenancy subject to satisfactory property inspection.</i>	Five Weeks Rent
Tenancy changes – addendum <i>Subject to Landlord approval – additional charges may be levied if incurred and reasonable</i>	£60 including VAT
Replacement key or security devices	£36 including VAT
Early release fee <i>Subject to Landlord approval – and acceptance of all tenancy charges until the final termination date</i>	One Months Rent
Late rent payments	3% above Bank of England base
Company tenant fee <i>Referencing for one company (identity, financial credit checks and any other relevant information to assess suitability and affordability) as well as contract negotiation (amending and/or agreeing terms) and arranging the tenancy and agreement.</i>	£540 including VAT
Company renewal fee <i>Contract negotiation, amending and updating term, arranging and providing further tenancy agreement.</i>	£150 including VAT

USEFUL INFORMATION FOR TENANTS DECIDING TO RENT

Referencing

In order to consider your application to rent, we must carry out referencing for each prospective tenant aged 18 years or over to ensure you meet our lettings criteria and are able to afford the rent.

We use a third party external referencing agent who will check your employment history, address history, previous landlord reference(s) (where applicable) and perform a credit check. Depending on the outcome of the references you may need to provide a guarantor, this person would need to go through the same checks as the tenant and would be liable for the property and rent. You will need to pay a non-refundable application fee prior to the referencing process

All of our properties are LET AS SEEN, unless previously negotiated.

Deposit

A deposit is taken at the beginning of the tenancy (at least 48 hours before moving in) and held throughout the duration of the tenancy. This deposit will be registered with either The Deposit Protection Scheme (DPS) or MyDeposit.

The Deposit is taken as security for the Landlord in case of any breach of the agreement or Dilapidations. These monies are refundable subject to a final inspection which is carried out at the end of the tenancy. You would be invited to attend this inspection and any deductions from the deposit would be agreed. However, if there is a dispute between you and the Landlord regarding the deposit that cannot be resolved then a case would be opened with DPS or MyDeposits who are completely impartial and independent. The deposit is usually equivalent to a month and a half's rent (unless otherwise stated).

Rent

Rent is payable monthly in advance and will be due at the same time each month; this date is dependent on the day you move in. Rent must be paid via BACS, standing order. We cannot accept personal cheque.

USEFUL INFORMATION FOR TENANTS MOVING IN

Contents Insurance

You will be required to have contents insurance in place to protect your own belongs and that of your Landlord. We are happy to arrange this for you.

Moving In Day

On the day you move in, all tenants and guarantors are required to attend our offices at a pre-arranged time. Each person will need to bring photographic ID, two utility bills from your previous address and proof of your right to live and work in the UK (if you do not have the correct ID this could delay you moving in). You will then have the opportunity to read through your agreements, the inventory and any other paperwork before signing all the documents and receiving your keys. Once you have signed the tenancy agreement you are contractually committed for the full term agreed.

ONCE YOU HAVE MOVED IN

Utilities

It is your responsibility to ensure that you pay for all utility supplies throughout your tenancy (unless otherwise stated). O'Riordan Bond cannot deal with these on your behalf as you are required to speak to the relevant suppliers directly (i.e. council tax, water rates, electricity, gas, telephone, television licence) and provide them with your personal information to set up an account.

Managed

Properties managed by O'Riordan Bond means all aspects of the tenancy will be dealt with by us, including the following:

Management Visits

Visits are carried out quarterly and you do not have to be present unless you wish to be. During these visits we check that the property and garden (if applicable) is being maintained in accordance with the agreement. Information regarding the condition of the property is then passed onto the Landlord.

Repairs

If there are any repair or maintenance issues during your tenancy you should contact the office as soon as possible because any repairs have to be agreed with the Landlord before works can commence. Once the Landlord has agreed we will arrange access to the property with you.

Tenancy Renewal

We will contact you approximately two months before the end of your current tenancy to ask whether you would like to renew your tenancy. We seek your instructions prior to those of your Landlord. Should you renew your tenancy for a further term you would be required to pay a renewal fee of £75 including VAT.

Refund Policy

Please note Application & Reference fees are strictly non-refundable. However, in the event that you overpay rent, deposit or other monies that are not due please call 01604 814448 where a member of the Property Management Team will help resolve the overpayment for you within three working days.

O'Riordan Bond are members of:-

