

## **STANDARD FEES & TERMS FOR TENANTS**

### **ADMINISTRATION FEES**

An administration fee of £250 per applicant (this decreases on a sliding scale) will be payable on account to begin the referencing process.

Should you wish to terminate your tenancy before the end of the term and the landlord agrees that you can terminate early, you will be responsible for the repayment of the pro-rata commission paid in advance by the landlord for the unexpired portion of the tenancy, unless you are exercising a break clause which is contained in your tenancy agreement.

It is your obligation to obtain written consent from the landlord for any change in the identity of the tenants. Upon receipt of this consent Checkmate Estates will draw up a tenancy agreement for signature by all parties. An administration fee of £75 will be charged for this service.

An administration fee of £25 will be charged for each letter sent by Checkmate Estates regarding late or non-payment of rent for administration charges.

A reference may be requested by a tenant at any time. The administration fee for this service is £25 and is payable upon request.

If any charges remain outstanding at the end of the tenancy, Checkmate Estates will deduct the amount due from the deposit.

### **RENEWAL OF TENANCY**

Please contact us in advance if you wish to extend your tenancy. If the tenancy is renewed, we will make a charge of £75 to cover our administration.

### **PAYMENT OF RENT**

The first installment of rent must be paid in cleared funds when you sign the tenancy agreement. Thereafter, rent is payable by standing order (unless agreed otherwise) to arrive on the due date as stated in the tenancy agreement. This means that the standing order must be set up so that the funds leave your account three days before the rent is due. The full rent must be paid by a single standing order, we are unable to accept multiple standing orders.

### **DEPOSIT**

A deposit equivalent to one month or six weeks' rent (this will be confirmed by the landlord) must be paid in cleared funds when you sign the tenancy agreement and is held by Checkmate Estates as Stakeholder for the duration of the tenancy in accordance with the terms of the tenancy agreement and where applicable Checkmate Estates will register the deposit monies with a deposit protection scheme on the landlord's behalf. Checkmate Estates excludes liability in relation to loss caused by the insolvency of a financial institution which holds deposits in its contracts with landlords and tenants.

All deposit deductions must be agreed in writing by both landlord and tenant upon the termination of the tenancy. The tenancy agreement entered into is between the landlord and the tenant and, therefore, the tenant cannot hold Checkmate Estates liable for any deductions made from the deposit which may fall

into dispute. Any interest earned on the deposit shall be retained by Checkmate Estates.

## REFERENCES/IDENTIFICATION

We will take up references based on the details that you have supplied to us. These references may be passed to our client so that they can make a decision on granting a tenancy.

You are responsible for any administration charges levied by your own bank in relation to obtaining a reference.

Before the tenancy can proceed you need to provide us with a photo ID in the form of a passport or EU driving license.

## CHECK-IN AND CHECK-OUT

Checkmate Estates will be instructed by the landlord as to what arrangements are to be made for the inventory and check-in. Unless agreed otherwise, the landlord will be responsible for the cost of the inventory and check-in and the tenant will be liable for the cost of the check-out (and any missed appointments). We advise you to make yourself available for the check-in and check-out.

Where Checkmate Estates organise an end of tenancy inventory check-out, a fee of £150 will be charged. Where a landlord organises this inspection independently of Checkmate Estates, the charge may vary.

## MANAGEMENT OF THE PROPERTY

At the start of the tenancy we will advise you who is responsible for managing the property. This is not always Checkmate Estates. Where we are not managing the property we cannot authorise any repairs or maintenance or guarantee the speed at which repairs will be carried out. Where we are managing the property, we may have to obtain the landlord's consent before proceeding with a repair.

Where we manage a property and hold keys, we can usually provide access to Checkmate Estates' contractors (with your permission). However, where we do not hold keys or the contractor is not willing to collect keys, it is your responsibility to provide access.

## INSURANCE

It is your responsibility to insure your own belongings throughout the tenancy.

## UTILITIES

You will be responsible for the payment of telephone, gas, water and electricity accounts at the property during your tenancy, as well as the council tax. It is your responsibility to notify the relevant companies and the local authority that you are moving into/out of the property. You are also responsible for ensuring that a valid television license remains in place for the duration of the tenancy. Utility companies will also always require the occupant to provide access for any visit.

## TAXATION

If you pay rent directly to your landlord's bank account and your landlord is resident overseas, you will be responsible for applying the provisions of the HM Revenue and Customs Non-Resident Landlords

scheme for taxing UK rental income and should ask us for advice on this. These provisions do not apply where you are paying your rent to Checkmate Estates.

## **ANTI-MONEY LAUNDERING REGULATIONS**

Checkmate Estates is subject to the Money Laundering Regulations 2007. As a result we will need to ask you for suitable identification, and will be unable to proceed with any work on your behalf if we are unable to obtain this from you.

## **VAT**

All charges levied by Checkmate Estates are not currently subject to VAT.

## **COMPLAINTS PROCEDURE**

Should you have any problems with Checkmate Estates' service which you are unable to resolve with the Negotiator involved or the branch/department Manager, you should write to the Director. This complaint will be acknowledged within three working days of receipt and an investigation undertaken. A formal written outcome of the investigation will be sent to you within 15 working days. This letter will confirm that you are entitled, if dissatisfied, to refer the matter to The Property Ombudsman (TPO) within six months for a review. For the avoidance of doubt, TPO will only review complaints made by consumers.

## **AMENDMENTS**

Checkmate Estates reserves the right to change the schedule of fees and these terms of business upon providing reasonable notice in writing.

## **ACCEPTANCE**

I hereby declare that I have read and understood the terms as set out above and wish to enter into a contractual relationship with Checkmate Estates taking the above into consideration.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Name: \_\_\_\_\_