

Terms and Conditions:

ASSURED SHORTHOLD TENANCY AGREEMENT:

A specimen agreement is available upon request at this office, for your perusal.

TERM:

It is a minimum of 10 months or a maximum of 12 months contracts unless stated differently on list.

If you do not have a full group we shall only remove the property from the market for 4 weeks, then we shall remarket the property and you will lose your reservation fee. The following needs to be received by Mather Marshall Lettings before signing the tenancy:-

ID REQUIRED:

Please note that we require copy of driving licence or passport with signature and picture on, copy of mortgage statement and copy of utility bill.

FEES:

There is a charge of £35.25 including VAT per person, this is to cover all administrative work carried out. Guarantor checks a charge of £17.63 including VAT for land registry and administration fees.

HEAD TENANT:

You will need to arrange one of your group to be Head Tenant, please ensure this person is responsible, they will be dealing with this office direct for your group.

RENT:

Each property is individually priced, the rent is due in **ADVANCE QUARTERLY**, please ensure it is **cleared funds** at this office, rent must be paid by **Bankers Standing Order**, into our Clients Account, if rent is paid by cash/cheque we will charge £11.75 including VAT handling fee. The rental is shown as a per week figure, x 52 then divide by 12 will give you the per calendar month rent. If paid by debit card there is a 2% charge and if by credit card a 5% charge of the actual payment being made. If the property is sold whilst you are living there and the property is managed by Mather Marshall Lettings you must continue to pay the rent to Mather Marshall Lettings until the end of the contract.

DEPOSIT:

A deposit equivalent to **one and half months rent**, is required this must be cleared funds a month before the tenancy commences. The deposit is held in our Clients Account (as "Stakeholder" no interest is paid) if the property is managed by Mather Marshall Lettings, otherwise the Landlord will hold your deposit. Please note that from 6 April 2007, all deposits must be protected by insurance or held by TDS. We are members of mydeposit.co.uk.

PROPERTY CONDITION:

If you wish any changes to be made to the property you wish to reserve, please ask for them to be done prior to reservation.

UTILITIES:

Please note that you are liable for the payment of Gas/Electric/Water, at commencement of tenancy you will be signed upto Utilities Warehouse. Please note that some students change the suppliers, if we are not informed we do not know who to write to!! Council Tax, students should supply an Exemption Certificate available from the University. We do require you to show evidence of payment of final bills, failure to do so could result in a delay returning your deposit.

INVENTORY:

If the property is managed by Mather Marshall Lettings, we will endeavour to have your inventory ready for you at commencement of tenancy, **this is done by an independent company to Mather Marshall Lettings.** If fail to sign the inventory we shall take it that you accept the inventory as is. **Check in** you will be given the inventory to check yourselves and make your own comments, this will then need to be signed and handed to this office, we shall check your comments and use this inventory when we checkout the property. **Tenancy Checkout** the tenants are charged for this, starts from **£55.00 plus VAT** per 1, 2 or 3 property **£77.00 plus VAT** for 4 or more bedroom properties if the property is not ready or you fail to attend the agreed checkout appointment you will be charged for another checkout fee. It is in your best interest to attend the checkout, we will not re inspect the property once you have moved out, you are not permitted to re enter the property once the tenancy has expired.

KEYS:

All bedroom keys must be left in the bedroom doors, all front door keys must be handed to the checkout clerk who will check to ensure they are the correct keys for the property. Failure to return keys will result in locks having to be changed, this charge will be forwarded to the tenants.

INSURANCE:

The landlord's contents and buildings will be insured. Your own personal property is not covered by the landlord contents insurance, therefore, we strongly recommend you arrange for insurance of your own contents ie computer/bikes etc, your parents insurance may cover you please check this.

ARREARS:

We have **zero tolerance** on arrears, after 7 days we shall send a letter/text at a cost of £20.00 + VAT these will be sent out every 7 days until debt paid if the rental is 2 months in arrears we shall instigate **Legal Proceedings**, any costs accrued will be forwarded to the bad debtor, please note that all tenants are **joint and several**, therefore, you could be charged for your housemates debts. We have the right to claim all the rental due on the tenancy if any arrears are accrued. An independent debt agency will be instigated if you are in arrears there will be a 10% charge plus VAT on the debt.

GUARANTOR:

A guarantor must be over the age of 30 years old, in full time employment in United Kingdom, a home owner, proof is required, the guarantor is liable to pay rent in tenant fails to do so, also to ensure that the tenant complies to all covenants on the tenancy agreement including their behaviour

ABUSIVE BEHAVIOUR:

All verbal abuse and threatening behaviour is not tolerated in this office, all incidents will be reported to the Police

GENERAL:

If in doubt, please speak to any Lettings staff, who will be only too happy to help and advise you.

ALL MONIES MUST BE RECEIVED AT THIS OFFICE ONE MONTH BEFORE THE TENANCY COMMENCES, FAILURE TO DO SO WILL RESULT IN THE PROPERTY BECOMING AVAILABLE AGAIN TO OTHER STUDENTS, YOU WILL FORFEIT ANY PAYMENTS MADE TO THIS OFFICE IF YOU DO NOT COMPLY WITH THIS.

OPENING HOURS ARE: MONDAY - FRIDAY 9 AM - 5 PM

SATURDAY 10 AM - 4.30 PM BY APPOINTMENT ONLY

MATHER MARSHALL RESERVE THE RIGHT TO CHANGE CHARGES ABOVE UPON 14 DAYS NOTICE