

## TENANT GUIDE



### Available Properties & Viewings

All our rental properties can be seen on our website [ianmacklin.com](http://ianmacklin.com). Viewings are by appointment only. If you would like to arrange a viewing, please call or email using the following contact details:

T: 0161 979 0193 / E: [lettings@ianmacklinlettings.com](mailto:lettings@ianmacklinlettings.com)

### Application Process

Once an application has been accepted, a confirmation email will be sent to each applicant with details such as rental amount per month, deposit, the number of tenants, the term and commencement date of the tenancy. This email will also provide instructions on how to complete your application. It is important to note at this stage that the referencing criteria for affordability is typically 30 times the rent, for example, if the rent is £1000 per month, you would be expected to provide proof of total household income to be in excess of £30,000 annually.

## Holding Deposit

Before references commence we will ask for a refundable holding deposit equivalent to one weeks rent to be paid to show commitment to your application. If successful this will go towards your future payments (see further information on tenant payments in this document). The holding deposit would only be withheld if any relevant person withdraws from the tenancy, fails a Right-to-Rent check, provides false or misleading information, or fails to sign their tenancy agreement within 15 calendar days.

## Identification

All prospective tenants or permitted occupiers (over the age of 18) who will be living in the property must complete an application form and provide original identification documentation which enables us to comply with our legal obligation to check an applicant's "Right to Rent."

## Pets

Pets may be considered on an individual basis but this must be discussed and agreed before making an application and permission must be given in writing by the agent.

## Furniture

Ensure you are clear about exactly what furniture will remain in the property as this can sometimes differ to the furniture seen during your viewing or on photographs in the property advertisement. Usually a property is offered as a minimum part-furnished which means curtains or blinds and kitchen appliances, but each property will be different so please seek written confirmation.

## Tenant Payments

The only payments you may be asked to make are:

- The Rent.
- A refundable tenancy deposit capped at no more than five weeks' rent where your total annual rent is less than £50,000, or six weeks' rent where your total annual rent is £50,000 or above.
- A refundable holding deposit (to reserve a property) capped at no more than one week's rent.
- Payments to change the tenancy when requested by the tenant, capped at £50, or reasonable costs incurred if higher.
- Payments associated with early termination of the tenancy, if agreed by the landlord when requested by the tenant; this is a payment to cover landlord costs of finding a new tenant and equates to 80% of the rent plus VAT.
- Payments in respect of utilities, communication services, TV licence and council tax.
- A default fee for late payment of rent and replacement of a lost key/security device giving access to the property.

Please note the above only applies to Assure Shorthold Tenancies (AST). For Non Housing Act tenancies (eg a company let) fees will be confirmed separately.

All payments must be cleared funds before the commencement of the tenancy and keys cannot be released otherwise. Please allow at least 7 working days for cheques to clear or 3 working days for electronic transfer (check with your bank if these days are sufficient).

## Tenancy Deposit

If your application is successful, we will agree a prospective move-in date and produce the draft Tenancy Agreement for approval by landlord and tenant. At this point the tenancy deposit will be required. Unless we confirm otherwise, the deposit will be registered with the Deposit Protection Scheme (DPS) until the end of your tenancy.

## Tenancy Agreement & Property Keys

The Tenancy Agreement should be read thoroughly and understood completely before signing. If you have any concerns about the agreement you should seek clarification or advice before you sign. The Tenancy Agreement must be signed by the tenant(s) with Ian Macklin Lettings as a witness and keys will only be released to the tenant, they cannot be released to a third party.

## Utilities

The tenant is responsible for payment of all normal bills including council tax, water, gas, electricity and others such as TV Licence, Sky subscription, telephone.

## Insurance

The landlord will be responsible for insuring the building and contents belonging to the landlord. Tenants are required to insure their own contents.

## Agent Membership Information

Ian Macklin Lettings Ltd are members of the following professional organisations:

**ARLA Propertymark** (Association of Residential Letting Agents): the UK's foremost professional body for letting agents which regulates its members and actively promotes the highest standards across every aspect of residential lettings and management in the private sector. As a licensed member we are obliged to ensure we have the necessary professional indemnity insurance and that we comply with any legislative changes.



**Client Money Protection Scheme:** This ensures clients' money is protected and provides potential compensation to landlords or tenants should an agent misappropriate their rent, deposit or any other client funds.

**TPOS** (The Property Ombudsman Scheme): [www.tpos.co.uk](http://www.tpos.co.uk)

This allows us to provide if necessary a free and impartial service for the resolution of unresolved disputes between consumers and property agents.



## GENERAL CHECKLISTS FOR TENANTS AND LANDLORDS

AS A MINIMUM, THE FOLLOWING ARE BRIEF CHECKLISTS FOR BOTH LANDLORDS AND TENANTS WHEN RENTING A PROPERTY

Landlords are obliged to:

- Provide a Gas & Electrical Safety Certificate
- Provide an Energy Performance Certificate
- Ensure the property has smoke alarms on each floor and a Carbon Monoxide alarm
- Ensure the property is cleaned properly before the tenancy commences
- Ensure the property is safe for tenant occupation
- Insure the building and landlord's contents
- Register the Tenancy Deposit with a government approved scheme
- Ensure the property is kept in good repair throughout the tenancy
- At the end of the tenancy, provide a minimum of two months notice if the tenant is required to vacate
- Allow the tenant quiet enjoyment of their new home!

Tenants are obliged to:

- Complete application forms and provide necessary identification documentation
- Pay the agreed deposit
- Pay the rent for the duration of the tenancy
- Pay utility bills and council tax
- Insure their personal contents
- Look after the property's general condition and report any required repairs immediately
- Be considerate to neighbours
- At the end of the tenancy, provide a minimum of one months notice in line with the tenancy commencement date they wish to vacate
- Ensure the property is left clean and in the same condition as at the commencement of the tenancy



### HALE BARN S

292 HALE ROAD, HALE BARN S  
CHESHIRE, WA15 8SP

### HALE

OLD BANK BUILDINGS, 160 ASHLEY ROAD  
HALE, CHESHIRE, WA15 9SF

### TIMPERLEY

385 STOCKPORT ROAD, TIMPERLEY  
CHESHIRE, WA15 7UR

T: 0161 979 0193

E: LETTINGS@IANMACKLINLETTINGS.COM