

# Guide Notes for Tenants



**Blenheim  
Bishop**

**Tel: 020 7290 2800**  
**[lettings@blenheimbishop.co.uk](mailto:lettings@blenheimbishop.co.uk)**  
**[www.blenheimbishop.co.uk](http://www.blenheimbishop.co.uk)**

**All rental figures are quoted on a weekly basis calculated upon a minimum tenancy of six months. All rental figures are exclusive of council tax, telephone and utilities (unless otherwise stated) which will become the tenant's responsibility**

## References

Where possible all referencing is conducted through a credit search company. A prospective tenant will be required to provide a minimum of three references which must include:

1. Bank reference (account must be at least 6 months old)
2. An employer's reference (confirming position and financial status)
3. A personal reference (eg. Solicitor, accountant or previous landlord/agent)

If the tenancy is to be taken in the name of a company, references on the company will be required. The cost for referencing will be £30 per person plus VAT

## Rental

Rent is payable either monthly or quarterly in advance (subject to negotiation) In the event that the tenant is unable to provide suitable references it may be possible for all rent to be paid in advance with landlord approval

## Initial Payment

It should be noted that cleared funds will be required by the commencement date of the tenancy. A minimum period of three days should be allowed for the transfer of funds by BACS or SWIFT payment from overseas banks. CHAPS transfers can be made for 24 hour or same day receipt from UK banks

## Deposit

A deposit equal to six weeks rent will be required, increasing to ten weeks if pets are to be allowed. In most cases these funds will be held in an interest bearing account with the benefit of such interest being paid to the tenant for the duration of the tenancy and returned minus any charges for damages. Blenheim Bishop are members of The Tenancy Deposit Scheme

## Inventory

On the day of the commencement of a tenancy the landlord or an inventory clerk will check the tenant into the property. Shortly after moving in the tenant will receive a copy of the inventory of contents, with notes relating to the general condition of the property and contents. This document forms the basis for assessment of damage and breakages caused during the tenancy and hence any deductions which should be made from the deposit. It is therefore important that the tenant carefully checks and signs the document, thereby agreeing to its accuracy. The Tenant will bear the cost of the inventory check-out.

## Utilities

Tenants are liable, unless otherwise stated, for the cost of all utilities (ie. electricity, gas, water and telephone). Tenants are also required by law to register with the Local Authority for payment of the Council Tax during a tenancy.

## General Responsibilities

During a tenancy tenants are expected to take all reasonable care of the property and advise the managing agent of any maintenance problems that may arise

## Parking Permits

A tenant is entitled to apply to the Local Authority for a resident's parking permit. The cost of a permit varies according to each borough. Upon application, the following will be required:

- a A photocopy of the tenancy agreement
- b For privately owned cars
  - the original car registration documents
- c For company cars
  - a photocopy of the car registration documents
  - a letter from the company confirming the driver of the vehicle

It is possible to secure more than one permit per apartment or House

## Further Information

### Television License

The Tenant is responsible for the payment of a Television License if there is a television set in the property whether the set is provided by the Landlord or not. Payment for Sky TV will be the responsibility of the Tenant

### Keys

The Tenant will be issued with two sets of keys to the property. If additional keys are required this will be for the cost of the Tenant.

### Period of Tenancy

The minimum rental period is six months

### Fees

Both the Tenant and the Landlord will be charged a fee of £150 + VAT for the preparation of the Tenancy Agreement

## The Letting Process:

### Offer

When a suitable property is found the prospective Tenant must put forward an offer to the Landlord via the Landlord's Agent to include price, start date, length of contract, break clause (if any), whether there will be a deposit or a company letter of guarantee for dilapidations and how the rent will be paid (monthly, quarterly or entirely in advance)

### References

See overleaf

### Contract

The agent will usually provide the Tenancy Agreement. There are currently three types:

- Assured Shorthold Tenancy - this falls under the legislation of the Housing Act 1988 and is for individuals or a group of individuals who will be using the property as their principal residence where the rent is under £25,000 per annum
- 
- Law of Contract - is for individuals renting a property where the rent is over the £25,000 threshold and/or the property is a secondary residence. This is covered by contract law and the Housing act does not apply.
- Company Tenancy - is for employees of a company where the company takes out the tenancy in their name with the employee as an "officer of the Tenant". Many companies require a business break clause whereby if the occupant is relocated, dies or leaves the company they can give notice to quit. This also falls under contract law.

### Moving in

Once the terms of the contract have been agreed and the references have been approved by the landlord, both parties sign the document and have their signatures witnessed. The tenant will then take possession of the property on the date of commencement of the tenancy on receipt of cleared funds for the agreed initial payment. An inventory check-in will take place (see overleaf), keys will be handed over and the tenant will take possession. The agent will write to the utility companies with meter readings to transfer the bills into the new tenant's name. The telephone can only be transferred by the end user.

The Tenant will be given contact details for the company who will manage the property during their tenancy for use in the case of emergencies and for general maintenance issues which may arise.

### Congestion Charge for London

Anyone entering the congestion zone will have to pay a daily £8 charge which must be paid for by midnight of the same day. If it is not paid on the same day, the charge can be paid up to midnight of the following day at an increased cost of £10. If it is not paid for by then, there is a penalty due ranging from £60 for prompt payment to £120 for late payment.

Residents within the zone may qualify for a 90% discount. An application form can be obtained from [www.cclondon.com](http://www.cclondon.com). Transport for London have produced a leaflet explaining the zone boundary areas, charges, where and how to pay, exemptions and discounts.