



In order to secure a property to rent we require payment of our application fees by cheque, banker's draft or cash. This covers our costs to reference you, the administration involved in setting up the tenancy and the Tenancy Agreement. If you fail the referencing and need a guarantor there may be an additional cost to fully reference them. We will require you to complete referencing forms and return them to us as soon as possible.

After satisfactory referencing, on the tenancy commencement date the deposit (usually 1.5 month's rent) and the first month's rent must be paid in **cleared funds** (banker's draft/building society cheque or chip and pin). If you wish to pay by bank transfer or personal cheque you must allow 5-10 working days for funds to clear into our account prior to this date. If we do not have cleared funds in our account on the date that the tenancy is due to commence, you will be unable to move into the property.

Please note that all tenants should be present for the signing of the Tenancy Agreement. Payment of rent will be collected by way of Standing Order mandate which we will give to you on the day of settlement to set up. All mandates are set up to commence three/four days prior to rental due date. It is your responsibility to ensure that the standing order mandate is sent to your bank to set up and to cancel it at the end of your tenancy.

Your deposit will be registered under the tenancy deposit regulation scheme. It is retained until the end of the tenancy and refundable provided the terms of the tenancy have been adhered to, all utility bills have been paid, there is no damage to the property and that it has been left in a clean, satisfactory state. Please note that your deposit is administered by the Landlord unless we are instructed as managing agent. The deposit cannot be used for the final month's rent or for any rental payments during the tenancy.

The tenancy will normally be an Assured Shorthold Tenancy for a fixed minimum term of six months. Longer periods may be possible subject to the Landlord's approval. No notice may be accepted during this period.

As tenants you are responsible for payment of all utilities/services at the property unless otherwise stated in the tenancy agreement.

If we are the managing agent for the property you should contact us in the event of any issues with the house not covered within the tenancy agreement as your responsibility, on [repairs@pullinknight.com](mailto:repairs@pullinknight.com). We will notify the Landlord and take their advice. If outside of office hours please call our number and listen to the message which contains a contractor to contact in the event of an emergency. Emergencies are generally deemed to be lack of power and water. Please note you may incur call out charges.

If we are the managing agent, two months prior to the end of your tenancy we will write to ask if you would like to extend. At the same time we ask your Landlord if they wish to accept an extension and/or review the rent. There may be an administration fee (currently £60 + VAT per property) to renew your tenancy agreement, which we will detail in the letter.

For further information or advice please call Liane, Julia or Lydia on 01225 758379 or email [lettings@pullinknight.com](mailto:lettings@pullinknight.com)

All details correct as of March 2009 but are subject to change at our discretion