

## Tenant Terms and Conditions

### Tenant

Tenants must be able to pass a credit check. The credit check will be to underwrite an insurance policy the Landlord takes out this covers for Rent Arrears, Legal Cover and deposit replacement. If the credit check is failed by the tenant there will be an opportunity for you to ask a family member or friend to stand as a guarantor at an additional fee of £24 inc VAT, again they must pass the credit check and will take joint responsibility for the tenancy.

**The Policy will be used to make a claim against any rent arrears, damage or legal assistance and reimbursements sought from the tenant.**

Tenants must provide; photographic I.D, National insurance number, Bank statement/pay slip, a utility bill no more than 3 months old.

### Employer Reference

If you are employed we will need to write to your employer to confirm your employment details.

### Landlord Reference

If you have previously rented a property, you must provide us with your current/previous landlord details in order for us to obtain a reference.

### Administration Fee

| Initial Administration Fee                                                                                                                                                                                                                                                                                                          | Optional Extra's                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• <b>Dlighted (Deposit Free Renting)</b></li> </ul>                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>• <b>Application</b>                   <b>£100</b></li> <li>• <b>Credit Check</b>               <b>£50</b></li> <li>• <b>Referencing</b>               <b>£60</b></li> <li>• <b>Inventory</b>                   <b>£100</b></li> <li>• <b>Tenancy Agreement</b>       <b>£120</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Express move in (with in 3 days)</b>   <b>£90</b></li> <li>• <b>Outgoing Reference</b>               <b>£18</b></li> <li>• <b>Changes to tenancy (Adding new tenant)</b><br/><b>£50</b></li> </ul> |

All fees include VAT

**\*Please note any rent over £700 would be half the months rent plus VAT administration fee this is due to a larger No Deposit Insurance premium contribution.**

**PLEASE NOTE THAT THE ADMINISTRATION FEE IS NON REFUNDABLE IF YOU DO NOT TAKE THE TENANCY FOR ANY REASON INCLUDING AN UNSATISFACTORY EMPLOYER REFERENCE, CURRENT/PREVIOUS LANDLORD REFERENCE OR UNSUITABLE GUARANTOR.**

In addition to your Administration Fee one month's rent in advance must be paid before moving into a property.

### **Tenant Contents Insurance**

You are responsible for your own contents insurance which must be in place prior to moving into the property. You can transfer any existing insurance policy or see a member of the KIS team for a competitive quote.

### **Housing Benefits Tenants**

#### 5. Local housing allowance - Housing Benefits

1. It is agreed that if the tenant(s) initially or subsequently makes an application for Housing Benefit that they agree to the landlord or agent obtaining information relating to their claim from the Housing Benefit Service. The information released is prescribed in the Data Protection Act 1998 and will not include your personal or household circumstances; or your financial circumstances.
2. The tenant hereby agrees that the initial first payment of any housing benefit claim be sent directly to the agent/landlord.
3. The tenant agrees that a condition of offering this tenancy is subject to all/any initial and future payments of housing benefits being made directly from the agent to the landlord/agent.