



ocean
lettings & management

Fees to: Tenants



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Property Information

Every effort has been made to ensure that you are given correct information about the property for which you are making an application. However, we must ask that if there is any aspect of the property that you are unsure about, that you advise us in the first instance. Unless stated the property will be unfurnished (some white goods may be available, please check). If the property is empty at the time you viewed and unless stated this will be the condition that the property will be made available to you at the start of your tenancy. If you have a pet, caravan or any type of commercial vehicle, landlord approval will be required.

Tenancy Agreement

The agreement will be in the main an Assured Shorthold Tenancy for an initial period as agreed. Both tenant(s) and landlord(s) are expected to adhere to the terms of the agreement without exception. Sample copies of the agreement are available for your perusal.

Referencing

We use an external referencing company called Endsleigh. The application is submitted online directly to Experian's data bureau and will instantly gain up to date, comprehensive information on the tenant or guarantor. Then validation of tenant's specific references (employer / income provider and previous landlord if appropriate) will follow – all referees are contacted directly. An accountant reference will be requested if the tenant or guarantor is self-employed. This is normally completed within a 48-72 hour period, subject to the referees responding.

Guarantors

In the case where a guarantor is required for a tenancy, the guarantor must be aware that they will need to sign a guarantee declaration and be joint and severally liable for the tenancy. This will include the payment of rent and any other terms set out in the agreement in the event that the tenant(s) do not meet their obligations.

Processing of Paperwork

Initially there will be a lot of activity during the processing of referencing via ourselves and Endsleigh. We then work on a priority system of processing the confirmation letters etc. so we work on tenancies that are starting sooner than the tenancies moving in later on. So in some cases you might not hear from us for a few weeks, however please feel free to contact us with any questions that you may have and we will endeavour to answer them as quickly as possible.

Additional Services

At Ocean we like to offer tenants the same options that we offer our landlords. So if you wish to have the following services we can organise them for you for your tenancy;

- Check In to tenancy £150 including VAT
- Inventory of property £POA
- Check Out of property £150 including VAT

Utilities & Services

As the tenant, you are liable for all services connected to the property (unless notified) and it is your responsibility to advise them of your details upon commencement of the tenancy. The agent cannot guarantee that a telephone service is connected at the property, so you will need to make your own enquiries.

Fees

Administration

Single occupant

42% including VAT of 1st month's rental subject to a minimum fee of £360 including VAT

Two or more tenants

£240 including VAT per person subject to a minimum fee of 42% including VAT of 1st month's rent

Guarantor Fee £120 including VAT

Remarketing Fee if tenant terminates tenancy early £360 including VAT

Administration Fee for any cheque returned unpaid £30 including VAT

Administration Fee for return of rents if tenant has forgotten to cancel standing order £30 including VAT

Failure to attend Check Out and new appointment needed £120 including VAT

Replacement Tenant Fee £360 including VAT

Student admin fee £240 including VAT per person. Includes insurance requirement:

- £3,000 of contents cover
- Accidental damage cover for landlords fixtures and fittings
- £25 excess
- Full details available on request

Your holding deposit is non-refundable if you withdraw your application of tenancy, or if unsatisfactory references are obtained, but is refundable if the landlord withdraws from the transaction.