

Viewings

- Viewings are generally undertaken through the working day but efforts will be made to accommodate those who wish to view properties during the early evening or at a week-end.
- When your viewing is confirmed, you will be asked for your name, address and contact numbers (including a land line number). You will also be asked to confirm your employment status and other relevant information, such as whether you have any pets or children.

Application Process

- Should you wish to proceed with a property you have viewed, you will need to complete a Homelet/Letsure application form. Homelet/Letsure is a referencing agency which provides referencing services to Berrys. This form needs to be completed accurately and returned with a cheque for a non refundable administration fee as follows:

Single applicant £155 plus VAT (£178.25)

Two Applicants £165 plus VAT (£189.75)

Guarantors £25 plus VAT (£28.75)

- If the application would appear to be suitable, based on information provided within the application form, then it will be processed by Homelet/Letsure and at that point your application fee becomes non refundable.
- Once your application is accepted, Berrys will provide a Letting Report identifying the salient points of the letting including an agreed start date. The Report will also identify whether the landlord proposes undertaking any additional works before the tenancy starts or what, and the agreed level of furnishings.

Tenancy Agreement.

- As a successful tenant you will be expected to enter into an Assured Shorthold Tenancy agreement which will be for a period of at least six months. You have no right to end the agreement before the end of the agreed fixed period as stated in your agreement. The tenancy agreement is a legal document and if you have any uncertainties about signing it then it is recommended that you obtain independent legal advice.
- All parties to the tenancy agreement must sign in the presence of an independent, adult witness. All adults resident at the property are required to be party to the agreement.

Services

- Berrys will endeavour to assist in the transfer of mains services into the name of the new tenant, but this is subject to the requirements of particular service providers.
- All accounts need to be in the name of the tenant and it is the tenant's responsibility to ensure accounts are satisfactorily transferred from the start of the tenancy.

- It should be noted that Berrys cannot assist in the transfer of telephone lines or other communication links. Tenants should allow sufficient time for the transfer of accounts prior to the commencement of the tenancy.
- Tenants will require their own TV licence.

Rent

- The first month's rent must be paid prior to commencement of the tenancy and be cleared before keys are handed over.
- Subsequent rent payments fall due in accordance with the tenancy agreement and must be paid either to the landlord or landlord's agent by bank standing order. Cash or cheque payments are not accepted. It is the tenant's responsibility to ensure that payments arrive by the due date.

Deposit

- Prior to the commencement of each tenancy the tenant(s) must pay to Berrys a damage deposit of an agreed amount. This is usually the equivalent of a month's rent plus £100 but may be higher in circumstances where pets are permitted or there are valuable items within the property.
- Berrys pass deposits to The Deposit Protection Scheme (DPS) which is a government scheme, which will hold deposits until the property has been satisfactorily vacated. The deposit is not to be treated as rent and cannot be held by the landlord under the terms of the scheme.

Furnished/Unfurnished

- There are no legal definitions as to what constitutes a furnished or unfurnished property. Most of the properties let and managed by Berrys are described as unfurnished or part-furnished, but often include carpets, curtains and kitchen white goods. Prospective tenants should, however, check with Berrys as to the particular level of furnishings in each individual property.
- Berrys advise landlords that all furniture, fittings and appliances provided must be in good serviceable condition.

Safety

- It is a legal requirement that the gas installation and all appliances are tested annually by a Corgi registered gas contractor. Berrys arrange this and will provide you with a certificate at the start of your tenancy and on any occasion it is updated.
- Electrical installations are generally tested on a five yearly basis with appliances being tested annually.
- Tenants who have concerns about the safety of any item or installation within their property should immediately report the matter to Berrys (or the landlord where Berrys are not retained as managing agents).

Inventory

- At the start of your tenancy Berrys will provide a detailed inventory in respect of the property. This will identify any fixtures, fittings and furniture at the property together with comment on the standard of decoration and cleanliness. The inventory will also record meter readings, emergency information (e.g. stop tap location), keys and will have photographs as appropriate.
- The inventory will be prepared as close as possible at the start date of your tenancy. A copy will be sent to tenants requesting that it be signed as accurate. Any errors or amendments can be noted at that stage. If an inventory is not returned it is deemed to be correct. The outgoing meeting will be based on the agreed inventory.

Inspections

- During the course of your tenancy Berrys or your landlord will make periodic inspection visits to check over the property. This is an opportunity for tenants to provide notification of any outstanding repairs or other issues affecting their occupation of the property. Where properties are managed by Berrys the first inspection will be three months after the tenancy has started. Subsequent inspections are at six monthly intervals thereafter.

Repairs

- Where Berrys act as managing agents repairs should be reported to the respective office during normal office hours. Contact details will be provided at the time the tenancy commences.
- Where Berrys do not act as managing agents they will be unable to assist with repairs but will provide appropriate contact details at the commencement of the tenancy.

Insurance

- Landlords insure the structure of their buildings together with their contents.
- Tenants have a responsibility to insure their own possessions and also to insure against accidental damage of the landlord's contents. Berrys recommend a policy provided by Letsure and tenants are normally added on to our block policy. Most tenants find this a cost effective way of being appropriately insured. Alternatively tenants can confirm to Berrys that they do hold appropriate insurance with another provider.