

# GUIDE NOTES FOR TENANTS

TO AVOID ANY SUBSEQUENT MISUNDERSTANDINGS PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING AND DATING WHERE STATED. PLEASE ASK FOR AN EXPLANATION IF THERE IS ANYTHING YOU DO NOT UNDERSTAND.

Dear Sir/Madam,

Thank you for agreeing to rent a property, subject to references and contract, through Sovereign House Estates Ltd. By this time, you will no doubt have given us the date you would like to move in to the property.

Whilst we will make every effort to effect a move-in for you on this date, we must advise you that **IT CAN ONLY BE TREATED AS A 'PROPOSED DATE' AND IS SUBJECT TO ALL APPROPRIATE DOCUMENTATION AND PAPERWORK BEING IN OUR POSSESSION.**

The following list is a précis of what will be required **before** you can move in.

## References

Once we are in possession of your completed reference forms, they will be forwarded by fax on the same day to the referencing agency Maras. The agency will make appropriate enquiries to ensure your suitability. **This will take on average 3-5 working days**, but may be shorter or longer dependant on the responses and the information they receive.

To assist matters, please ensure you **complete the reference forms legibly and in full returning them to us as soon as possible.** It would also speed matters up if you contact all the persons you have detailed on the form to request they respond to any enquiries made immediately.

## Gas, electric & furniture safety legislation

The Landlord is required by law to comply with various legal requirements. He/she will be required to provide documentation to us to confirm that all the appliances, equipment, can move into a property. **THERE CAN BE NO EXCEPTIONS.**

## Landlord's approval

Once we are in receipt of the referencing agencies faxed report confirmation of your suitability, we will contact the Landlord to receive final approval. It is at this stage only that we can confirm your acceptance as a tenant.

## Signing of contracts

You, your co-tenants and guarantors (*if applicable*) must **ALL** sign the tenancy agreements **before** you can move into the property. **The signatures must be original. Copies or faxes cannot be accepted as final.**

*Please turn over*

## Final monies

After you have paid your holding deposit, you will be advised as to the outstanding balance you will need to pay. The balance outstanding must be **IN CASH OR CLEARED FUNDS, I.E. BANKERS DRAFT OR BUILDING SOCIETY CHEQUE**. Payment by personal cheque, debit or credit cards are **NOT** acceptable.

This list gives you an indication as to the requirements **YOU AND YOUR LANDLORD** are required to meet before a tenancy can commence. This list is not exhaustive, as other issues may delay you moving into the property.

It is for this reason, that we can only advise you at the outset that the date you have requested can **ONLY BE A PROPOSED DATE**.

**Neither the Landlord, Sovereign House Estates Ltd or any of its employees can give you any guarantee or assurance as to the actual move-in date as these matters are completely out of our collective control, whether allegedly promised or implied.**

We will make every endeavour to move you in on the date you have proposed, but in view of the above we would suggest you make provision for any possible delay.

In order to avoid any misunderstandings, we would ask that you sign below to confirm you have read and understood this document.

Signed: \_\_\_\_\_

*For and on behalf of all tenants & guarantors*

Name: \_\_\_\_\_

*Please print*

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_