



# Villabela Properties

Lettings and Management

a private landlord service

## **Information for Tenants**

Renting property privately can be a great option for many people and these days there are thousands of properties available to suit everybody's requirements. Finding the right property is simply a matter of choosing your area, selecting a property type and setting your budget. That's i.

But what else should you know once you have found the right house? Our short guide will provide you with all the information and advice you need to know.

### **Securing the Property**

Once you have found the right property, the first thing you need to do is put down small deposit in order to secure the property and state your intention to rent. Once a deposit has been made we can then take the property off the market to prevent anybody else from renting it.

At this stage, we will also begin the administrative process of requesting references and performing background checks.

## **References and Background Checks**

Renting a property is a two way street and as much as you want to make sure that the property you are renting is suitable for you and your requirements, your new landlord will also want to make sure that you are a suitable tenant for him and that you have the means to and how likely you are to pay the rent each month.

Therefore background checks will be carried out and you will also be subject to a credit check that will allow the landlord us to see if you have a good history of paying your bills.

You may also be asked to provide some or all of the following documents:

- Details of previous addresses that you have lived at within the last three years
- References from previous landlords if you have rented a property before.
- Your current bank details.
- Employment details, including your employer, job title, payroll number, salary and any previous employer.

This information will be checked thoroughly and if anything raises a concern with the landlord you may be asked to provide a guarantor, who will be contractually liable, financially and legally, should you fail to pay the rent or cause any damage to the property during your .

## **Deposit**

Once all the background checks and references have been successfully passed, the final step in securing the property is a full deposit. This deposit is usually for between one and two months full rent and will be held by the landlord for the duration of your tenancy. This deposit is merely a safety net for the landlord to guard against the cost of replacing or repairing property damaged by the tenant.

## **Inventory**

The inventory is simply list detailing every item contained within the property and the condition of each item on the day that you move in.

Before actually moving in, you will be taken round the property either by us or by the landlord and you will be asked to agree on the current condition of every item in the property. You should be thorough and give this process your full attention before signing any tenancy agreement.

The inventory is one of the most important documents in the renting process so you need to be completely happy before signing, as it *may* be checked throughout the tenancy at regular intervals and most certainly upon the end of your tenancy and it may be used as the deciding factor in how much of your deposit you get back. If necessary, take photographs to give you extra protection and to avoid any unnecessary disagreement at a later stage.

## **Tenancy Agreements**

The tenancy agreement is a contract between you and the landlord. It specifies certain rights to both parties. If the tenancy is for less than 12 months, then your landlord is not obliged to offer you a tenancy agreement, but he must give you a rent book and statement of tenancy terms.

If the tenancy is for longer than 12 months and a day then a tenancy agreement is necessary and it must be in writing. Be sure to read this agreement very carefully as it is a legally binding contract between yourself and your new landlord.

Your tenancy agreement will most likely contain the following information:

- Your name, your landlord's name and the address of the property which is being let
- The date the tenancy will commence, the duration of the tenancy and the agreed finish date.
- The amount of rent payable and how often it should be paid.
- What maintenance services your landlord will provide.
- If you can leave before the end of the tenancy and the notice period which you and your landlord need to give each other if the tenancy is to be terminated before the agreed end date.
- What expenses the deposit can be used to cover.
- What furniture and fittings are included, if any. (See Inventory)
- Who is responsible for internal decoration.
- Who is responsible for external and structural repairs.
- Whether you can sublet, take in lodgers, keep pets or smoke in the property.
- The agreement should also state what other payments and rates are expected, including council tax, utility bills, service charges and when and how you should pay them.

If you break any of the terms and conditions outlined in your tenancy agreement, your landlord may ask you to leave the tenancy before the agreed term.

### **Moving In**

Once all the paperwork has been completed and both you and the landlord are happy, it is then time for you to move in and enjoy your new home for the duration of your tenancy.

### **During your Tenancy**

Your landlord will have duties and responsibilities as laid out and agreed upon in your tenancy agreement. You should contact your landlord immediately with any problems, issues or maintenance repairs that need to be carried out.

### **Tenancy End**

At the end of your tenancy agreement you now have two options, either vacate the property and move elsewhere or extend the agreement with your landlord.

If you do intend to extend your agreement be sure to give the landlord prior notice as set out in your agreement as he may well have a new tenant lined up and ready to move in upon your exit.

### **Moving Out**

If you decide to move out, then you should try to put the property back to the same condition as when you first moved in. This will maximise your chances of getting back your full deposit.

Here are some tips for what you should do before leaving:

- Thoroughly clean the property, including carpets, windows, walls and furniture
- If it's your responsibility as per the tenancy agreement then tidy up the garden and clear away any rubbish.

- Return all keys for doors and windows to the landlord
- Remove all of your own personal belongings.

### **Inventory Check and Return of Deposit**

Before vacating the property you should arrange to meet with your landlord to run through the inventory checklist taken at the time of you moving in. This is best done on the day of departure so as to avoid you becoming accountable for any damage that occurs after you've left.

If both you and the landlord are satisfied that the property has been left in an acceptable state and you have made your final rental payment, there should be no problem getting your deposit back.

If there is any damage that was not on the original inventory than this should be agreed with the landlord and the cost of repairing or replacing such items. Do not take the landlords word for the cost of replacing or repairing any item. Always get your own quotes where possible. If necessary, take photographs of the damage before leaving the property.

**Please be aware that Landlords must operate within the law and comply with numerous Housing Acts as failure to comply with them can lead to jail, severe fines and prevent them from ever letting out properties again. This is a courtesy guideline only, of which must be read in conjunction to the relevant rapid and regular changes to Legislations and Housing ACTs of which the Landlord must comply with. It is vital the lettings status of a property is processed and assigned timely and in the correct manner.**

**For further information, advice or a chat please do not hesitate to contact us by completing the contact form - emailing us direct or by telephone.**

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