

**TERMS AND CONDITIONS FOR PROSPECTIVE TENANTS OF
FURNISHED AND UNFURNISHED PROPERTIES**

1. Lettings are usually for a minimum period of six or twelve months.
2. References will be required from employers and previous landlords (or householder if not available) of successful applicants and for those who are self employed, from Accountants and Solicitors. A credit reference agency is used for this purpose.
3. If bank references are required - banks now request a fee together with a letter of authorisation from their customer.
4. Certain exclusions do exist with regard to pets, sharers, smokers, children, etc. Tenants should ensure that their circumstances are suitable for the property prior to making arrangements to view. Tenants are not permitted to keep any pet or any other animal at the property unless this has been agreed in advance and expressly provided for in the tenancy agreement.
5. Following a viewing a fee (see 6a below) must be paid in order to apply to rent the property and the necessary application forms completed by all the prospective tenants. Once the fees and the application forms have been received, instructions are taken from the client and a final decision is made whether or not to progress the application. Once the client has agreed in principal the fees are non refundable.
6. Tenant's fees are made up as follows:
 - A. Prior to Application
 - Tenant's share of administration costs: £120 plus VAT
 - Referencing agency fee: £55 plus VAT per person for each applicant (and Guarantor/s)
 - B. Prior to the commencement of the tenancy
 - The cost of the Inventory: The independent inventory clerk's fees will range from £70 to £170 plus VAT (unfurnished) and £80 to £250 plus VAT (furnished) depending on the size of the property. **(Tenants are responsible for returning the signed Inventory within 48 hours)**
 - C. On renewal of tenancy (where applicable)
 - Renewals or extensions of a tenancy will incur a fee of £120 plus VAT for the tenant's share of administration costs.

* A detailed invoice will be provided.
7. Meldrum Salter Edgley LLP (**mse**) is a member of The Dispute Service in compliance with the Tenancy Deposit Scheme. At the commencement of the tenancy, one month's rent is payable, plus one and a half month's rent by way of deposit, which will be held by **mse** as a stakeholder in accordance with the provision of the Tenancy Deposit Scheme. Further information is available at www.thedisputeservice.co.uk

Where deposits are to be held by another person or organisation other than **mse**, tenants will be advised at the time of their application what alternative arrangements are to be applied in accordance with all Tenancy Deposit Scheme provisions. Such as where for example, the landlord will receive the deposit and deal with it under the Deposit Protection Service (DPS).
8. The first payment of rent together with costs and deposit must be paid in cleared funds prior to the completion of the tenancy (Banker's Draft). Subsequent rent is paid in advance by standing order on the same day of the month the tenancy commenced. Rent cannot be accepted from third parties and must be received at this office no later than the due date. In addition to the rent tenants pay council tax, water rates, electricity, gas and telephone used during the tenancy.
9. When letting unfurnished property, the tenant must include with the contents insurance cover for carpets and curtains belonging to the Landlord together with any other items which may belong to the Landlord and are included in the let, and is to be totally responsible should he fail to do so.
10. In the case of furnished properties the tenant should note that he is separately responsible for insuring all items which are brought into the property, e.g. personal effects, electrical goods, etc.
11. Requests for additional viewings will be charged to the tenant at a rate of £40 per hour or part thereof plus VAT
12. MSE operates a complaints handling procedure (CHP) in accordance with RICS regulations. A copy of the CHP is available on request or on our website at www.mseproperty.com/aboutus/complaints-handling-procedure.



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