



TERMS & CONDITIONS OF REGISTRATION AND TENANCY APPLICATIONS

Please read the FULL terms of engagement PRIOR to registering.

Registering You must register before you can view any property. You can register on line via our website or by visiting our offices. If any properties become available that meet your requirements we will endeavour to keep you informed. There is no charge for registering.

Tenancy Restrictions All tenancies restrict subletting. Some properties have restrictions with regard to children, pets, smokers, etc. These are usually noted in the property details and will be included in the Tenancy Agreement. The breach of any restrictions will result in the tenancy being terminated.

Housing Benefit We are unable to consider Housing Benefit applicants.

Tenant Criteria & References Generally tenancies are only available to persons over 21 years of age who are in permanent employment, or who can demonstrate independent income sufficient to meet the financial obligations of the tenancy.

In most cases applicants will only be considered if they have been in continuous employment for the last 18 months and have been resident in the UK for the last 3 years. Self Employed applicants must have an accountant who is able to confirm that at least 3 years' accounts have been prepared verifying the applicant's income and that there is a continuation of income sufficient to meet the financial obligations of the tenancy. Non-UK Citizens cannot be considered without a contract of permanent employment in a professional position (i.e. doctor etc.).

Maitland Rachel act on behalf of the Landlord and therefore, prior to any tenancy being granted, are obliged to take up references. A third party reference checking company may be employed for this purpose. Credit searches, references and other types of information verification will be made as part of these enquiries. All proposed occupiers of the property over 18 years of age must be named in the Tenancy agreement and will be credit checked.

Guarantor & Advance Rentals Where an applicant cannot meet the required criteria, it may be possible to proceed with a tenancy subject to a guarantor and or advance payment of rental for the whole period of the tenancy. A guarantor may also be required if one or more of the applicants is under 25 years of age. The same vetting procedure will apply to the guarantor, who must be in full time employment, be a resident homeowner in England and have a monthly income in excess of three times the monthly rental. Generally a guarantor must be a relative but in certain circumstances employers will be considered.

Tenancy Applications & Processing Fee If you wish to apply for a tenancy, an Application Form must be completed by every occupier over the age of 18 and, where applicable, a guarantor. A non refundable processing fee of £35.00 (including vat) is payable by each applicant, £25.00 (inc vat) by each guarantor, at the time of submitting the Application Form(s).

A 'Holding Deposit', usually the amount equivalent to between one and a half to two months rent, will be required for any property you wish to proceed with and this is payable at the time of submitting your tenancy Application Form. Initially this Holding Deposit will be held by Maitland Rachel Agencies in accordance with these Terms & Conditions. The offer of a

tenancy will be subject to contract, satisfactory references and the Landlords/Agents approval. All tenancies are Subject to Contract. Only Cash or Debit Card payments can be accepted for Holding Deposits.

If your application is unsuccessful You will be notified within 7 working days and your Holding Deposit will be returned to you in full.

If you withdraw your application Your holding deposit will be returned to you less amounts to cover administration and the landlord's costs. If you withdraw within 1 month prior to the tenancy commencement date, the balance of your holding deposit may be retained in full by the Landlord as compensation for loss of rental. Deposit refunds can only be made by Client Account Cheque and will be made payable jointly to all named applicants unless otherwise instructed in writing by all applicants.

If your application is successful You will be notified in writing within 7 working days. The offer of a tenancy will be Subject to Contract.

Administration Fee An Administration Fee equivalent to ¼ months rental (minimum £85.00) plus vat is payable upon commencement of the tenancy.

Insurance It is a condition of any letting that the tenant has adequate insurance for their own contents (even if the property is furnished) as well as accidental damage to Landlords fixtures and fittings. A copy of your insurance documents or evidence that cover is in place will be required prior to the start of the tenancy.

Rent Payments Rent is payable monthly in advance with the first rental payment being due by cash, bankers draft or debit card only, on the date the tenancy commences. If Maitland Rachel are collecting the rent on behalf of the Landlord subsequent rentals will be due and payable in advance on the 1st day of each month by direct debit unless otherwise expressly agreed.

Any unpaid cheque payments or direct debits will incur an administration handling charge on each occasion of £11.75 (including vat). This charge will be invoiced to your account. Settlement of outstanding rent must then be made by cash or debit card immediately.

All rents are exclusive of outgoings (e.g. gas, electricity, water rates, council tax, telephone, insurance of tenant's contents etc.) unless specifically stated in the tenancy agreement.

Stamp Duty Stamp Duty is due to the Inland Revenue for some tenancies and is payable by the tenant. Failure to pay can result in penalties and/or fines. Further information on the Stamp Duty Land Tax (SDLT) can be obtained from www.inlandrevenue.gov.uk and www.arla.co.uk

Tenancy Deposit Scheme All tenancies commencing after the 31st March 2007 are included the tenancy deposit Scheme for regulated Agents (TDSRA) and upon commencement of the tenancy the Deposit will be held by Maitland Rachel Agencies as Stakeholder. Maitland Rachel operates a designated Bonded Client Call Account for all tenant deposit and rent payments. To provide reassurances to Tenants and Landlords of the security of their monies, this account is audited annually by an independent Auditor and reports are submitted annually to various professional bodies including the Association of Residential Letting Agents and the National Association Of Estate Agents to confirm that client monies are correctly held and accounted for in accordance with the strict rules of conduct and guidelines imposed by these professional bodies. In addition Maitland Rachel pay an annual fee to provide Bonding insurance to protect all Tenant & Landlord monies paid into the client call account. Maitland Rachel pays no interest on any monies held in this Client Call Account.

*Maitland Rachel is registered under the Data Protection Act.
These terms are subject to change.
All negotiations are Subject to Contract.*