



Tenants Guide

The first step is to contact us to provide brief details about yourself and about the accommodation, you require. We then search our database for suitable properties for you to view. If not urgent, we log your details so that we can contact you as suitable properties become available. It is wise to start looking about a month before you wish to move, as the nicer properties are viewed and reserved quickly. We regret that we cannot assist dss claimants. Our tenancies are granted for a minimum term of 6 months.

Viewings

Viewings will be arranged via our office, and you will invariably be accompanied by a member of staff, who can give advice and answer any questions you may have.

Reserving the property

Once you have decided on a property, you will need to reserve it by paying a 'holding deposit'. However the deposit will be, forfeit if you decide not to proceed for any reason, or if you fail to provide complete and accurate information in your application.

References

As a minimum, we will require satisfactory references from your employer, and a previous or current landlord. We may also require a personal reference, and sometimes a guarantor. In addition, a credit check will be undertaken. We may use the services of an independent referencing company to obtain and evaluate these references.

Tenancy Agreement

After obtaining satisfactory references, we will invite you to sign the Tenancy Agreement for your chosen property. The Tenancy agreement is a legally binding document between you and the landlord. Our tenancies are Assured Shorthold Tenancies and unless otherwise stated, are for an initial period of 6 months.

Rents

Rents are normally quoted calendar monthly and payable monthly in advance. The tenant is usually also responsible for Council Tax, Water Rates, Gas, Electricity and Telephone costs. All rents are payable by bank standing order to our company bank account..

Deposit

A security deposit of a minimum of one and a half month's rental will normally be required. This deposit will be treated in accordance with the Tenancy Deposit Protection regulations, and you will be informed of which protection scheme is utilised. The deposit is held to cover damage, breakages, and any other liabilities under the terms of your tenancy agreement. Please note that under no circumstances can the deposit be used by the tenant to cover rent.



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Insurance - for Tenants

We are able to suggest a variety of insurance policies for tenants, including the following -

Contents

Up to your selected sum insured for damage to your household furniture, equipment, furnishings, clothing and personal possessions whilst in your home (excludes business equipment).

Landlord's Contents

For accidental damage to your landlord's contents, fixtures & fittings for which you are responsible.

Personal Possessions

Up to your selected sum insured for loss or accidental damage to your clothing, watches, jewellery, spectacles, other valuables (excluding mobile telephones) and pedal cycles whilst away from your home anywhere in the UK or whilst temporarily elsewhere in the world. Theft from unattended vehicles must be from a locked boot.

Before you move in

From the initial confirmation of references, the process normally takes 2-3 weeks. Just before you move in, we compile a detailed inventory outlining the properties contents and state of repair prior to you moving in.

As standard, we also manage all aspects of transferring the utilities over to your name so that you do not end up paying for someone else's bills!. Meter readings are taken on the day of hand over, transfer of names are organised and if applicable, standing orders set up.

Emergency Repairs & Maintenance Support

When something goes wrong in your home, it is good to know that there is someone there to put it right, fast! We have dedicated maintenance staff who can be relied upon to provide help as required

Notice & leaving your property

If you wish to leave the property at the end of the agreement, you must notify us in writing 2 MONTHS before you wish to leave. Our address is:

Purdey Lorimer
A2 Speldhurst Business Park
Langton Road
Speldhurst
Kent
TN3 0NR

Under your tenancy agreement, you will be expected to leave the property as it was when you moved in. After an inventory check and property inspection, providing that all is satisfactory, your deposit will be returned to you.