



TENANTS GUIDE

- You may register free of charge by contacting us on 07870547357 or via email at info@melbournelets.co.uk
- At this point we will send you a Tenant Registration Form to give us specific information as to what type of property you require.
- If we find you a suitable property we will contact you to arrange a mutual viewing time.
- If you decide to take the property we will need references from your present landlord (if applicable) and your employer, together with salary slips and bank statements as proof of finances.
- At this point there will be a £75 administration fee per applicant.
- When all references have been returned and approved you will then be given a draft Tenancy Agreement for your perusal. If you are happy with this you need to sign and return as soon as possible, together with a start date and a non returnable holding deposit of £250 to secure the property (this is deducted from the first months' rent if the tenancy proceeds).
- Prior to the tenancy commencing you will need to pay one month's rent in advance, with a deposit amounting to one month's rent plus £100, which will be placed in the Deposit Protection Service. This deposit will be returned to you at the end of the tenancy as long as there is mutual agreement that the property is left in a similar condition as at the start, taking into account fair wear and tear.
- An inventory of the property will be taken and signed by you if all is in order. A copy of this will be given to you for your records together with a copy of your Tenancy Agreement.
- All utility meters will be read and details of suppliers left so that you can register with them.
- We will inform the relevant local council and water supplier of your contact details and start date of your tenancy.
- You will be given two sets of keys on the day of handover.
- You can be rest assured that if you have any problems we will give you our immediate attention.