



Tenant Terms and Conditions

Thank you for choosing to rent a property through **KeyRing Lettings**.

Please read these terms carefully as **all** tenants (and guarantor(s)) must sign the declaration on the reverse and return a copy with your application form.

APPLICATIONS, RESERVING A PROPERTY AND REFERENCING

1. To apply for a property you have viewed, an application fee must be paid when you submit your application forms, which will cover the costs of your references and administration. **All fees are shown on page 2.** During referencing the property will be held for you until the process has been completed and the result of your application is known.
2. When the application fee is received and the application forms have been fully completed by all applicants over the age of 18 (and any guarantors), the referencing process will begin. This process may be carried out by a professional, independent referencing company or by KeyRing Lettings.
3. We reserve the right, without explanation, and at any time, to refuse you a tenancy for certain or all of our available properties. Our decision will be final and binding, and because of the requirements of The Data Protection Act 1998 we cannot enter into any discussions or explanations on any such decision. Your application fee will be refunded to you **by cheque** within two weeks of such decision.
4. We will make every reasonable effort to check applications and advise you as to the likelihood of success prior to accepting your reservation fee and submitting the application to the relevant referencing source. However, we are not experts in this area (that is why we sometimes use an independent specialist Agency) and cannot guarantee the outcome. **It is important that you disclose all information that may affect your credit referencing as requested on the referencing form as this information determines which referencing route is taken.**
5. **Guarantors.** In some circumstances we may request you to provide a guarantor but only if we feel that this is necessary to support your application. If this is the case, we will advise you of this and provide you with a guarantor agreement. There is an additional fee for each Guarantor to cover the referencing required.
 - If the initial referencing result is unsuccessful, we will explore options to enable the tenancy to proceed. However, we are obliged to protect our landlord's interests and if this cannot be achieved, we will, regretfully, have to decline your application and your fee will not be refunded.
 - Similarly, if you decide, for whatever reason, not to proceed with the tenancy after references have been applied for, then your fee will not be refunded.
 - If the property is withdrawn by the landlords or ourselves and the application cannot proceed due to no fault of the applicant, **all fees paid will be returned in full.**



Tariff of Charges for Tenants

This list is produced so that applicants are aware of potential charges that may be made by KeyRing Lettings in preparation for and/or during the tenancy. Please note these carefully. We hope that the tenancy will run smoothly and we do not wish to raise charges where these could have been avoided.

Application fee - per applicant	£100-00
Guarantor fee (where applicable)	£50-00
Withdrawing before end of tenancy agreement (Fee is proportional to unexpired period of Tenancy)	To be advised
Cheque referred to drawer (to be re-presented / bounced)	£20-00
Reminder letter for late rent or other overdue payments	£20-00
Fee if check-out cannot be completed at agreed time & new appointment is made or tenant fails to attend at agreed time	£10-00
Maintenance caused by tenants, including jobs at the end of the tenancy covered by deductions from the dilapidation bond	Contractor invoice plus a 10% admin fee
Mis-use of Emergency Call-out service	£20-00
Call out to property to gain access with Agency keys	£40-00
Failure to return all keys at the end of the tenancy	£10-00 per key or cost of changing locks

DECLARATION:

I/We have read and understand the terms and conditions of renting a property through KeyRing Lettings and I/we agree to comply with them at all times if a tenancy is granted to me/us. I/we have read and understood the tariff of fees and charges above in connection with any proposed tenancy. I/we further confirm I/we understand that as part their duties, KeyRing Lettings, may, from time to time, be required to release any forwarding address to utility companies and other interested parties, including but not limited to the Landlord, once any tenancy granted has come to an end.

Please note that all applications are accepted on a strict Subject to Contract basis.

SIGNED: _____
All joint tenants to sign

PRINT NAME _____

DATE _____

SIGNED: _____
All Guarantors to sign (if applicable)

PRINT NAME _____

DATE _____