



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 must complete and submit your application forms, 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 is received and 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.
4. We will make every reasonable effort to check applications and advise you as to the likelihood of success prior to processing the application, 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.
 - 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



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.

Mis-use of Emergency Call-out service	£20-00
Re let fees and inventory update fees if the tenant terminates a fixed term agreement early, with the Landlords permission	Cost on application
Any cheque referred to drawer (to be re-presented / bounced)	£20-00
Reminder letter for late rent	£20-00
Fee if check-out cannot be completed at the agreed time and a new appointment needs to be made or the tenant fails to attend at the agreed time	£20-00
Maintenance required caused by tenants, including jobs at the end of the tenancy covered by deductions from the dilapidation bond	Contractor invoice only
Call out to property to gain access with agency keys	£30-00
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 _____