



Tenants information guide

The following should act as a general guide to help you through the process of renting a property via Kenton. If you require any more specific information, please do not hesitate to contact a member of our staff who will be happy to assist you.

Holding deposit and reference fees

A holding deposit is required in advance of your application being processed which enables us to take the property off the market and secure it for you, subject to satisfactory references. This is charged at £250.00 per adult applicant. This amount is non-refundable in the event that you decide to withdraw from the transaction or that your references prove unsatisfactory. Upon completion of satisfactory references we will use your initial holding deposit as your reference fees. Please note that all tenant fees incur VAT at the standard rate of 20.00%.

First months rent and deposit

The first month's rent is payable in advance and we must be in cleared funds on or before the proposed move in date. At Kenton we take equivalent to 6 weeks rent as a deposit against losses arising out of damage, dilapidation or cleaning costs. This is inclusive of the holding deposit mentioned above. Again we must be in cleared funds with this deposit prior to moving in date.

Moving in

On or before the proposed date for the tenancy to commence all tenants must have read and signed all the legal paperwork relating to the tenancy. We usually arrange for this to be done, along with the payment of rent and deposit, in our office on the commencement date of tenancy. Once completed we will hand over the keys to your new home.

Inventories

In many cases a landlord will have either instructed an inventory clerk or at the very least provide an inventory which you will need to check through and sign upon entering the property. This will cover all parties against any problems that may arise upon leaving the property. If the landlord has arranged their own inventory, we would advise that it is checked thoroughly, then copies placed with ourselves for safe keeping.

Rental payments

Initial rent and deposit can be made by cash, bankers draft or by online transfer prior to moving in to the property. For subsequent rent payments we advise to setting up a standing order or direct debit arranged for 3 days before rent due date to allow time for funds clearing into the landlord or his agents accounts.

Insurance, cable, satellite and TV

Tenants are responsible for their own insurance. Landlords are advised to have buildings insurance cover but tenants are strongly advised to put in place sufficient contents insurance cover for their own furnishings and valuable items. Although many areas now have cable TV connected do not take it for granted, likewise with satellite dishes, many purpose built blocks prohibit their installation. Always check first. The obtaining of TV licence is a requirement for the occupier and not the landlord, if you have a television you have to obtain a licence.

Winter heating Precautions

It is essential that if you go away for a period of time during the winter months, you leave the central heating on a medium setting for a few hours a day. If pipes burst because of frozen temperatures, you could be liable for the cost of repairs or replacement of items damaged.

End of tenancy

You are required to advise all utility providers to arrange for final invoices and provide a forwarding address. Clear and tidy the gardens. Replace any damaged or missing items. Redirect your mail. Contact the landlord or his agent for a check out and return the keys. Provide a forwarding address to the landlord or his agent for the return of your deposit if it is in a cheque form and any mail.

Deposit return

Your deposit will be returned at the end of the tenancy. If there is a dispute about the condition of the property or the damage to same it will be dealt with arbitration between the landlord and their tenants and the inventory company if one has been involved. Kenton operate a Deposit Protection Scheme which will protect your deposit. If the landlord wishes to hold the deposit then he is required by law to register your deposit with a similar scheme and notify you within a short time after your agreement.

Some useful numbers

EDF 0800 096 9000 **British Gas** 0845 609 1122 **Bromley Council Tax** 020 8242 9312

Service provider information 0845 601 5467 **BT** 150 **Thames Water** 0845 920 0888

316 High Street, Orpington, Kent BR6 0NG
t: 01689 822207 f: 01689 873441

29 Windsor Drive, Chelsfield, Kent BR6 6EY
t: 01689 860014 f: 01689 873441

e: enquiries@kentonhomes.co.uk w: www.kentonhomes.co.uk