



Right Rental

Local Specialists in Property Lettings and Management Services

Guide for Tenants

Right Rental Letting Agents prides itself on expert advice every step of the way. This guide will take you through the process of renting a property as a tenant. Whether you're planning to rent a studio apartment, a flat or a house this guide provides you with the information that you need to know.

Right Rental Letting Agents can help to find you the perfect property quickly. You can find us at www.right-rental.co.uk or on the portal site we use Rightmove. When you have selected we will gladly show you the property to ensure that it's just right for you.

Securing a property to rent

Having found a suitable house or flat to rent, what happens next? We will ask you for an application fee which is payable at the time of your application. **RIGHT RENTAL** will then begin the administrative process of requesting references on your behalf.

References

Your prospective new landlord will be keen to make sure that you are a suitable tenant and that you have the ability to pay your rent, while also making sure that you have rented a property without any major problems in the past (if this is applicable). You will be asked to complete an application form which not only gives us the information that we require, but also your permission to deal with this part of the process on your behalf as quickly as possible. If you are unsure of any part of this process please check with **RIGHT RENTAL** before submitting your application and paying your holding deposit.

When you apply for the property, some or all of the following documents may be requested by **RIGHT RENTAL LETTING AGENTS**:

- References from previous landlords – you may be asked to give the details of where you have lived within the last 3 years
- A credit check – this will allow them to see if you have a good history of paying your bills
- Your bank details – including bank name, account number and sort-code
- Details of your employment – your employer, job title, payroll number, salary, previous employer, etc.

Guarantors

Sometimes referencing decisions will require you to provide a guarantor if for example your earnings are not quite enough to cover the rental payments or if you have only recently started in your job. Your guarantor will be required to undergo the checks as above to enable you to achieve the appropriate rating set by the referencing agency. They will be expected to pay the rental should there be any default during the tenancy and they will also be held responsible for the upkeep of the property. Do not worry if this situation does apply to you, it is not uncommon and we will be able to explain the details at every step of the way.

The security deposit

The final event in your securing the property is the deposit. The Landlord trusts you to keep their property in good order. The deposit is held against non-payment of rent and to ensure that any damages over and above fair wear and tear can be corrected at the end of the tenancy.

New legislation was introduced to the Housing Act 2004 in April 2007 to help protect all parties with regard to the return of deposits. A brief summary of the legislation can be found below:

Tenancy deposit protection in summary

All Landlords and agents are required by law to register and protect your deposit within a government-approved scheme on an Assured Shorthold Tenancy. This means that your security deposit is protected.

The scheme offers alternative ways of resolving disputes, which aim to be faster and cheaper than taking court action.

Find out more about the Tenancy Deposit Scheme from your local **RIGHT RENTAL LETTING AGENTS** [branch](#).

The inventory

Most landlords allow **RIGHT RENTAL** to provide an inventory for their property. **RIGHT RENTAL**, the landlord or an independent inventory company may prepare this document.

The inventory is a detailed list of the contents and condition of the property at the point that you move into it. By both parties agreeing that the inventory is correct at the start of the tenancy, we minimise the risk of any disputes at the end of the tenancy. We recommend therefore that you thoroughly check the inventory before you sign it.

The Tenancy Agreement

All relevant parties will be asked to sign this document which outlines the agreed responsibilities of the landlord and tenant.

Please take time to read and understand the draft copy which will be given to you before the move in day.

Preparing to move in

It's just as important to insure your belongings against theft or damage when you rent a property as it is when you own a property. **RIGHT RENTAL** can recommend companies to use for a free quote for tenant content insurance, just ask a member of your local branch.

During The Tenancy

It is not uncommon for landlords and **RIGHT RENTAL** to schedule in regular visits to the property in order to check that you are happy and that the property is being kept in good order. Usually these visits take place three or four times a year and are agreed beforehand with yourself aiming for 24 hours notice depending on availability.

Renewing your tenancy

So, you've come to the end of your first tenancy at the property. You now have two options to consider: Do you sign another tenancy or move out?

If you decide to extend your stay at the property then remember you will need to provide at least two months notice in writing to your landlord or **RIGHT RENTAL**, asking permission to stay on beyond your initial agreement. Providing your landlord is happy with you and the condition of the house or flat, you'll most likely be allowed to continue with your occupancy.

Moving out

If you decide to move out, then again you will need to serve at least two months notice in writing to your landlord or **RIGHT RENTAL** to terminate the contract at the end of the initially agreed period.

Remember to ensure that the property is left in good condition when you leave to ensure that you get your full deposit back. If applicable refer to your copy of the inventory to check that the property is up to standard.

As long as the condition of the property is the same as when you moved in (barring normal wear and tear), you'll have no problem. Here's what you should do:

- Give the property a thorough clean, including carpets, windows, walls and furniture
- If it's your responsibility, tidy up the garden and clear away any rubbish
- Return all of the keys to your **RIGHT RENTAL** branch.
- Remove all of your personal belongings
- Be satisfied you're leaving the property as you found it.

Final inventory check

You'll have the opportunity to run through the inventory checklist on the day of departure. It's important that this job is done before you leave the property to avoid you being accountable for any damage that occurs after you've left. If there is any damage, you should agree with the landlord the cost of repairing or replacing such items.