



STANDARD TERMS AND INFORMATION FOR TENANTS

ADMINISTRATON AND REFERENCE CHARGES

An administration charge and reference charge is payable when you submit an application to rent a property. This is the only administration fee you will pay us during your tenancy.

Our charges are as follows:

Individual Tenancies

Administration charge: £120.00 plus VAT

Reference charge per applicant: £45.00 plus VAT

Deposit Registration Fee - £45.00 plus VAT

One Tenant total charge - £252.00 (inc VAT) Two Tenant total charge - £306.00 (inc VAT)

Company Tenancies

Administration charge: £185.00 plus VAT

Reference charge per Company: £55.00 plus VAT

Deposit Registration Fee - £45.00 plus VAT

Total charge - £342.00 (inc VAT)

If we are unable to proceed with the Tenancy because your references are unsuitable, or if you change your mind and decide not to rent the property the administration and reference charge you have paid will not be refunded to you. If by the agreed Tenancy start date the Property is unavailable other than as a result of you failing to enter into the Tenancy Agreement then the administration and reference charge paid by you will be returned in full. This obligation to return the administration and reference charge is Hallway Limited's only obligation in such circumstances. Hallway Limited will not be liable to make additional payments to you by reason of the property being unavailable for whatever reason.

REFERENCES

All prospective Tenants will be referenced by Homelet who are the referencing agency used by Hallway Limited. Approval is required from Homelet, their decision is final and binding.

GUARANTORS

Where a Guarantor is required the Guarantor will be referenced by Homelet who are the referencing agency used by Hallway Limited. Approval is required from Homelet, their decision is final and binding. The Guarantor will be required to sign a legally binding document, which would make him/her liable for the rent for the term of occupancy if the Tenant defaults on his/her payments. A fee of £45.00 plus Vat for each Tenant requiring a Guarantor will be charged to cover processing fees in this case.

DEPOSIT

A security deposit is taken and held by the deposit protection service. It is protected by **The Deposit Protection Service** for further information please visit: <http://www.depositprotection.com/>. The security deposit is equivalent to One and a Half Month's rent.

SIGNING CONTRACTS

The Tenancy Agreement must be signed by all Tenants and, until such time, no contractual agreement, offer or obligation is deemed to exist.

MOVING IN

Hallway Ltd use 'The Utility Warehouse Discount Club' to provide Gas and Electric - broadband, land lines and mobiles can also be arranged. It is Hallway's responsibility to arrange services (normally Gas, Electricity, Council Tax and Water). It is the Tenant's responsibility to contact British Telecom (or any local telecom operator if applicable) for connection of your telephone service. Hallway Limited cannot accept responsibility for any costs incurred with connection of supplies. You should check carefully the condition of the property and its contents when you move in. The property should be in clean condition, free from dust and damage, windows clean etc. If you find anything that is not in good order, you must tell us when we check you in. We are unable to consider claims or requests once you have checked in. The property is let as seen at the time of viewing; and requests for removing furniture, providing extra furniture, appliances or redecoration will not normally be considered after you have submitted your application to rent the property. Please note; only one set of keys is normally provided.

METHOD OF PAYMENT

On or before the date of occupation you will be required to pay rent in advance (normally one months rent) and a security deposit equal to One and a Half Month's rent. Your rent payment and security deposit must be paid to Hallway Limited in cleared funds. Cleared funds are payments made by banker's draft or electronic bank transfer. **WE WILL NOT ACCEPT PERSONAL CHEQUES** except by prior arrangement. You must allow 10 days for personal cheques to clear. Please note; Keys to the property will only be released to the Tenant when we have received payment in full. When the Landlord has instructed Hallway Limited as agent to collect the rent each month, we will collect it on the first day of each month by bankers standing order. If there is more than one Tenant you must appoint a lead Tenant. A standing order facility will be set up with the lead Tenants bank account for the total amount of rental on that property. It is important that a fully completed and signed Standing Order Mandate is in Hallway Limited's possession before the occupation date. Hallway Limited regrets we are unable to accept personal cheques or cash in payment for rent. Delayed rent payments cause us considerable extra administration and further delays in our payments to the landlord. An administration fee of £25.00 plus VAT will be charged when rents are not paid on the due date.

FROST DAMAGE

Frost damage is a risk to all houses left empty during the winter period (December to April months) due to possible pipe bursts and flooding. If you are away from the property for any period longer than one day, then we request that you carry out the following procedures:

- Turn off the mains water supply at the main stopcock and open loft access hatch (if provided).

OR - Leave heating on (if necessary, turn down to a low setting) Failure to carry out this procedure could make you liable for any damage caused.

INSURANCE

As Tenant(s), you will be responsible for the safekeeping of the property and its contents. **Hallway can provide you with quotes for specific Tenant Insurance**, you should ensure you take out adequate insurance to cover the contents of the property and the safekeeping of your own valuables and effects. The landlord shall not be responsible for consequential damage (e.g. damage by ingress of water, loss of freezer contents etc.) and you should carry appropriate insurance if you wish to be covered against these risks.

REPAIRS

Tenants are requested to bring any disrepair, damage or defect in the premises to the immediate attention of the agent. In the event of emergency repairs, please call Hallway Limited on 0121 745 3300. If Hallway Limited is not managing the property you must contact the Landlord, whose number can be found in your Tenancy Agreement.

MAINTENANCE AND APPLIANCES

Any maintenance problems should be reported immediately to either Hallway Limited (if we are managing the property) or the Landlord. You may find that smoke detectors and similar safety devices have been fitted in your property. Where this is the case, please ensure that you check all such devices on moving into the property and familiarise yourself with their operation (most smoke detectors have a test button to check batteries and the unit are operating correctly) and report any problems to Hallway Limited or your landlord as appropriate. Thereafter, you should check the devices at regular intervals and be responsible for replacement of any batteries that they may require.

DAMP AND CONDENSATION

Damp can be a problem in houses where there are many occupants and the property is not adequately ventilated. You should ensure that any extractor fans are left connected and are properly used. It is also important to open windows as necessary to encourage an adequate flow of fresh air through the property after bathing or showering in order to allow damp air a chance to escape. The hanging of washing and wet clothes will also create large amounts of damp air and again, it will be important to provide adequate ventilation in such circumstances. The presence of mould or dark spots or stains (especially in bathrooms and other wet areas) is a common sign of inadequate ventilation, and it is important to prevent further spread at an early stage before severe and irreversible staining takes place. Mould and similar stains should be removed by wiping the affected areas with a fungicide or mild bleach in accordance with the manufacturers' instructions (but do test on a small area first). If the problem persists, then you should inform Hallway Limited or your Landlord as appropriate.

GAS APPLIANCES

Gas Safety regulations apply to both Landlords and Tenants in rented property. In order to comply with the regulations, it is necessary: - that brown or sooty build-up on any gas appliance, or gas escape should be reported immediately to your letting agent AND the local Gas Board. The emergency number for the local Gas Board is 0800 111 999 - that ventilators installed in the premises for the correct operation of the gas appliance should not be blocked. - that safety checks be carried out every 12 months on any gas appliance in the property. The Tenant is required to allow entry with reasonable notice for this purpose. A copy of the record will be made available to Tenants.

ELECTRICAL APPLIANCES

For safety reasons, Tenants are requested to visually inspect all electrical appliances on a regular basis. In use, cables and flexes can become frayed and casings broken. You should contact Hallway Limited or your Landlord as appropriate, as soon as possible should any defect be discovered or repairs become necessary. Where electrical appliances are used outdoors (e.g. electrical lawnmowers etc.) they should only be used when connected to an RCD (Residual Current Device) protected mains supply. RCD units are available from most hardware stores and should be checked before use. The Tenant is responsible for keeping all electric lights in good working order and in particular to replace all fuses, bulbs, or fluorescent tubes, as and when necessary. Any replaceable or disposable filters, vacuum bags, or other consumable items in appliances and fittings should be replaced at the end of the tenancy.

INSPECTIONS

If Hallway Limited is managing the property, then quarterly inspections will be carried out. You will of course be informed (normally 1 week in advance) prior to these inspections.

TERMINATION OF YOUR TENANCY (IMPORTANT)

The Tenancy agreement is a legal and binding contract for the set term that you have previously agreed and signed for. However, if due to unforeseen circumstances, you need to leave the property before the expiration of the Tenancy subject to the Landlord's written agreement, Hallway Limited would be willing under your written instructions to re-advertise the property for re-let. There would, of course be a charge for this service, being 15% plus VAT of the rental income for the remainder of the term of your Tenancy. Should it not be possible to re-let the property immediately, you would be responsible for all rental, gas, water, council tax, electricity and telephone payments until the new Tenants have taken up occupation of the property or until the original termination date of the agreement, whichever is sooner. If you fail to vacate the property on the date requested or agreed, or fail to meet the obligations of the letting agreement, then Hallway Limited reserves the right to make a charge to cover legal fees, losses and other costs to the Landlord, Agent or other parties.

IMPORTANT - PLEASE NOTE

Before submitting an application, it is most important and is the tenant's responsibility to check for themselves, with the relevant authorities or companies, the availability and location of public transport, local amenities, shops, schools, cable & satellite television, telephone lines, car parking etc. This is not the responsibility of Hallway Limited.

Applicants Confirmation

Property:

I/We confirm acceptance of the 'Standard Terms of Business for Tenants' supplied by Hallway Ltd and agree to abide by its terms during any tenancy arranged by Hallway Ltd

First Applicant Name (*print*)_____

First Applicant signature_____

Second Applicant Name (*print*)_____

Second Applicant signature_____

Date:_____