

## Information for TENANTS



### All items listed below are inclusive of VAT

<b>Refundable holding deposit:</b>	<b>Per Property</b>	<b>Maximum of One week rent</b>
<b>Rent:</b>	<b>Per Property</b>	<b>One month Agreed rent - paid in advance</b>
<b>Rent Security Deposit:</b>	<b>Per Property</b>	<b>5 weeks rent for annual rental under £50,000, or 6 weeks rent for annual rental over £50,000</b>
<b>Change of tenancy fees:</b>	<b>Per Property</b>	<b>£50.00</b>
<b>Replacement keys:</b>	<b>Per Key</b>	<b>Tenant have the option to purchase it themselves or pay the landlord reasonable cost</b>
<b>Early termination charge:</b>	<b>Per Property</b>	<b>Equal to the landlord's financial losses</b>
<b>Late payment of rent:</b>	<b>Per Property</b>	<b>Interest of 3% above BoE base rate for each day the rent is late, once it is 14 days overdue</b>

#### **Other matters:**

Tenants have own responsibility unless otherwise stated in contract, for Utilities, council tax, communication services, TV Licence etc.,

All tenants and Guarantors (where applicable) will be subject to a reference and Credit Check before the tenancy commence. The checks include:

- Right to Rent check
- Credit check
- Previous landlord's reference
- Employment references to make sure the income per household would cover the full rental amount.

Clear funds for the deposit and the rent in advance, must be provided to Glenmore Property Services LTD prior to starting the tenancy agreement.

Initial payment can be paid by Banker's Draft, Building Society Cheque or Cash. If the tenant wishes to make the initial payment by personal cheque, we require five clear bank working days before the funds are cleared by the bank and credited to Glenmore account.

Money will be refunded to tenants usually by Glenmore Property Services LTD cheque or bank transfer or when requested, in the same manner payment originally made to Glenmore. This will be agreed between the Glenmore Properties and Tenants. If Tenant wishes the payment back in form of cash this can be arranged with few days' notice in advance.

#### **Glenmore Property Services is a member of following redress schemes**

- CMP - CM Protect Ltd is an independent body that provides the protection of client money whilst held by its members and the Scheme insures its liability for the payment of any claims. CM Protect Ltd appointed representative of HFIS plc
- TPO - The Property Ombudsman (TPO) scheme provides consumers and property agents with an alternative dispute resolution service.