



TENANT INFORMATION FORM

Finding a Property

Our staff are specially trained and equipped to assist tenants to find properties to rent that will meet their needs. We maintain a database of properties to rent and of prospective tenants and their requirements. As properties become available, our first action is to contact waiting Tenants on the database, who's requirements match the property. Typically properties to rent become available 2 months before occupancy date, so where possible it is advisable to start looking early.

Viewings

Having identified a potentially suitable property, we will arrange a viewing. This will be at a time to suit you, and could be at evenings or weekends, subject of course to the Landlords permission. All viewings will be accompanied by a member of staff, who will be able to provide immediate advice and answer any questions you may have.

Application

Having decided on a property you wish to rent, you will need to complete an on line application form at Blake & Thickbroom offices. At this time any details or requirements can be provisionally agreed, such as occupancy date, duration of tenancy etc. You may also be requested to pay a holding deposit terms and conditions of payment of the holding deposit will be provided.

Once an application is completed we pass your details onto our management partner Branded Bricks Property Management, who will then take references on behalf of the landlord normally these would include your employer, any formal landlords character reference in addition a credit check will be undertaken..

Where a tenant is unable to meet the required income or credit checks, the tenant may have a Guarantor agree to underwrite any rent liabilities, subject to satisfactory references.

Rent

Rents are normally quoted on a calendar month basis. In addition, the Tenant is usually responsible for Council Tax, Water Rates, Gas, Electricity and Telephone Costs.

Rents are payable by standing order (unless alternative arrangements are agreed in advance) to Branded Bricks/landlord monthly in advance, with the first months rent due before taking occupation of the premises.

Deposit

A deposit will be required prior to occupation. This is normally equal to one months rent, but may be more e.g. Equal to 6 weeks rent if required by an individual landlord. Where Branded Bricks are managing the property a deposit will be held by Branded Bricks or by the landlord if such a landlord has a government authorised deposit scheme account. The deposit is held to cover any breakages damage, rent arrears or other tenant liabilities. At the end of a tenancy the landlord/Branded Bricks will check the property in the presence of the tenant and assess any damages and deductions due. Please note that the deposit cannot be used by the tenant to cover rent.