



GUIDANCE NOTES AND INFORMATION FOR TENANTS

1. All tenancies are subject to contract and to satisfactory references being received by us and approved by our Landlord clients.
2. Costs, for which a tenant will normally be liable, are as follows:
 - a) Holding fee - on agreeing to take a property, you will be asked for £250.00, which is credited to your account. In the event that you withdraw from the transaction, or if your references are unsatisfactory, the holding fee will be forfeited.
 - b) The first month's rent in advance.
 - c) Deposit (equivalent to one and a half month's rent). This is held against dilapidations at the termination of the tenancy, under the terms of the Tenancy Deposit Scheme.
 - d) Tenancy Agreement fee of £110.00 (plus VAT) or £150.00 (plus VAT) for a company or relocation let.
 - e) Inventory check-in fee of between £75.00 - £250.00 (plus VAT), depending on the size of the property and whether it is furnished or unfurnished.
 - f) Reference fee of £35.00 (plus VAT) for each tenant (including guarantors, if required).
 - g) Tenancy Extension fee of £45.00 (plus VAT) each time the tenancy is extended beyond the first term.
 - h) In the event that you require us to provide you or a third party with a reference during or after your tenancy, the fee will be £35.00 (plus VAT).
3. Initial costs, as outlined above, are required from the tenant prior to commencement of the tenancy and must be made by banker's draft, building society cheque or direct bank transfer (i.e. BACS or CHAPS payment). With the exception of the holding fee, personal cheques and cash will NOT be accepted. An itemised invoice will be issued to you once satisfactory references have been received.
4. Service accounts i.e. council tax, gas, electricity, telephone and water, are the direct responsibility of the tenant until the end of the tenancy. In most cases Seymours will inform the council and utility companies of your tenancy and any relevant meter readings, however, you must contact these companies direct if you do not start to receive bills once you have moved in. You must also ensure that you close all relevant accounts at the end of your tenancy and arrange for payment of final bills.
5. The Tenancy Agreement signed by the landlord and the tenant is binding upon both parties and it is not possible to terminate the tenancy before its expiry unless the Agreement so provides.
6. All signatories to the Tenancy Agreement are jointly and severally liable for payment of rent and all other matters relating to the tenancy. In a sharing situation, if one of the tenants leaves the property, the remaining tenants are responsible for payment of the rent in full.
7. The standing order for the rent will be prepared for you by Seymours and must be signed at the same time as the Tenancy Agreement. Under the terms of the Tenancy Agreement, Seymours are not obliged to demand rent and tenants are to ensure that payments are made from their own account on the due date. Rent must be received as a single payment from ONE account.
8. Tenants should ensure that arrangements are made for post to be forwarded when they leave the property, as Seymours cannot accept responsibility for doing this.

THESE NOTES ARE FOR GUIDANCE ONLY AND DO NOT FORM PART OF ANY CONTRACT

SEYMOURS LETTING AND MANAGEMENT SERVICES OPENING HOURS ARE:

MONDAY to FRIDAY 9.00 am - 5.30 pm SATURDAY 9.00 am - 1.00 pm

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