



Viewing & Move In Guide
SW Residential

Introduction

Sanderson Weatherall have two residential offices, In the centre of Leeds located at in Central Square on wellington Street and in Scarborough located in The Street on Lower Clark Street. Our team is small but is dedicated to providing an excellent level of customer service to both our landlords and tenants.



Viewings

What to Consider:

- **Budget?**
- **Requirements?**
- **Moving in date?**
- **Tenancy length**

Properties tend to go on the market around a month before the availability date. We usually recommend starting your search for a new property no more than 4-5 weeks before your move date.

Viewing Appointments

- We will always ensure that a mutually convenient time is arranged to view the property you are looking at.
- Remember that some properties may be currently occupied so access would need to be arranged at a convenient time for the current tenant.
- Viewings can commence anytime between office hours along with evening and weekend viewings available however, these are subject to availability.



Referencing Process

In order to secure a property we will need the following details in order to conduct the relevant referencing process.

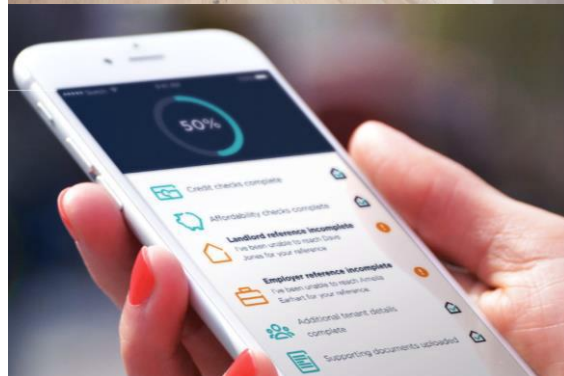
- Full name
- Email address and contact number
- Proof of ID
- Payment of the holding deposit*
- Commence with online referencing checks

Once we have the above details, you will be sent an email/SMS by our referencing partner Vouch with the application to complete.

The Referencing Checks Will Include:

- Credit Checks
- Employers Reference
- Income Check
- Previous Landlord Reference
- 'Right to Rent Check'

**The holding deposit will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and/or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).*



Moving In

Once you have passed the referencing checks and your application has been accepted we start the moving in process.

- **Signing The Tenancy Agreement:** This will be sent via email and can be electronically signed
- **Payment of Deposit & First Months Rent:** An automated invoice will be sent via email/SMS from our payment system with our bank details and your unique tenant payment reference. Your Deposit will be registered with the TDS once we receive payment.
- **Key Collection:** A time must be agreed in advance to collect keys. An agent can meet you at the property or you can come to the office. Please allow approx. 30 minutes as you will be provided with key information regarding your tenancy.
- **Inventory:** On the day of your move in, you will receive an automated email with a full detailed inventory report. You will have 7 days from your tenancy start date to check and make any notes/amendments should you require. After 7 days has passed, the link will expire and the report will be locked. This is what we will use at the end of the tenancy check-out.
- **Utilities:** We will notify the council tax office, energy and water suppliers that that you have taken up occupation and provide you with meter readings from the day you move in. You may be contacted by our utilities partner Homeshift who offer a range of services including energy deals, TV, broadband and phone options!



Fees & Charges

Holding Deposit (per tenancy).

- 1 Week's Rent.

This is to reserve a property and will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and/or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

Security Deposit (per tenancy).

- Rent under £50,000 per year: 5 Weeks' Rent.
- Rent of £50,000 or over per year): 6 Weeks' Rent.

This covers damages or defaults on the part of the tenant during the tenancy.

Unpaid Rent

- Interest charged at 3% above the Bank of England Base Rate

This will be charged from the Rent Due Date until paid in order to pursue non-payment of rent. This will not be levied until the rent is more than 14 days in arrears.

Lost Key(s) or Security Device(s)

Tenants are liable for;

- The actual cost of replacing any lost key(s) or other security device(s).
- The actual costs of a locksmith (if required)
- The cost of a new lock and replacement keys for the tenant, landlord any other persons requiring keys
- If extra costs are incurred there will be a charge of **£15 per hour (inc. VAT)** for the time taken replacing lost key(s) or other security device(s).

Variation of Contract (Tenant's Request)

- £50 (inc. VAT) per agreed variation.

To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents

Change of Sharer (Tenant's Request)

- £50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher.

To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.

Early Termination of Tenancy (Tenant's Request)

The tenant will be liable for;

- The Landlords Re-Letting Costs - £240 (inc VAT)
- Remaining rent & utility bills due under the tenancy until the start date of a new tenancy

Should the tenant wish to leave their contract early, they shall be liable to pay the landlord's costs in re-letting the property as well as continuing to pay all rent due under the tenancy, until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

Contact Us

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