



SW Residential Lettings: Viewing & Move In Guide



Viewings



What to Consider...

- **What is your budget?** It is important to confirm the rental level that you are looking at to the agent in order to help find the best suited property for you.
- **What are your requirements?** Please confirm with your agent what your requirements are as there are a lot of different properties available. It is important to confirm the length of tenancy you require (6 or 12 months), your desirable location, whether you are looking for a furnished or unfurnished property and any additional requirements you may have suited to you E.g. Allocated parking
- **When is your moving in date?** Properties tend to go on the market around a month before the availability date. Due to the high demand of City Centre living, there is often a quick turnover of tenants taking up occupation. We usually recommend starting your search for a new property no more than 4-5 weeks before your move date.

Booking A Viewing...

- We will always ensure that a mutually convenient time is arranged to view the property you are looking at.
- It is important to 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.
- Sanderson Weatherall offer evening and weekend viewings however these are subject to availability.

Address:

Sanderson Weatherall LLP
Unit 5 Ground Floor, Central Square
29 Wellington Street
Leeds
LS1 4DL

Office Opening Hours:

Monday – Friday:
8.30am – 5.30pm

Saturday & Sunday:
Viewings by prior appointment

Securing a Property/Referencing Process



To Secure Your Property...

SW will need the following details.

- Full name
- Email address and contact number
- Proof of ID
- Completed and signed reservation form
- Invoiced for holding deposit*
- Make Payment
- Commence With Referencing Checks

Referencing...

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

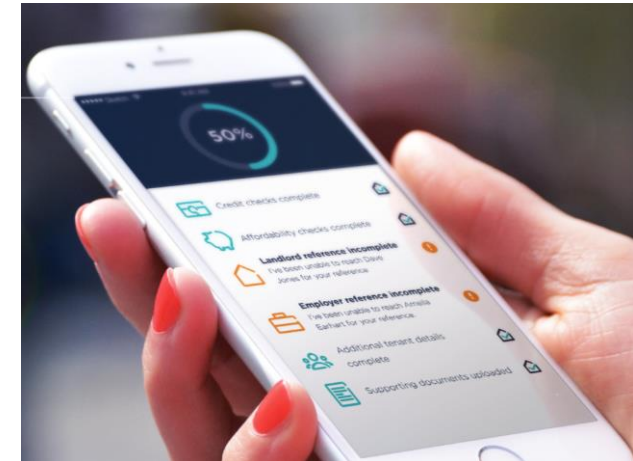
You will then need to complete their online application which allows them to check the following

The Referencing Checks Will Include:

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

Viewing & Moving In: Step By Step...

1. View and Secure Your Property
2. Complete reservation form and pay holding deposit Payment (equivalent to 1 week's rent)
3. Referencing Process
4. Pay Deposit & First Months Rent
5. Arrange A Move In Date
6. Collect Keys



**the administration charge/any additional fees are not negotiable and none refundable should an applicant(s) fail the referencing checks or withdraw their application.*

Moving In/Collecting Keys



Once you have passed the reference checks there are 6 simple and easy steps to complete the move in...

1. Invoiced for Deposit & First Months Rent
2. Make Payment (via bank transfer)
3. Arrange a Date & Time with the Agent to Move In
4. Meet the Agent at the Property
5. Sign the Tenancy Agreement
6. Collect the Keys



After You have Moved In...

- **Homeshift:** Sanderson Weatherall can register you with 'Homeshift' in order to get you the best deal on your household bills.
- Homeshift offer you a range of services including energy deals, TV, broadband and phone options and are there to help you save money! For more info, just ask the agent.
- If you do not wish to be registered with Homeshift, Sanderson Weatherall will contact Leeds City Council, Yorkshire Water and the current energy provider for Gas and Electric, informing them of your details, the date you moved and meter readings.
- You will then be contacted from each of the above to set up your accounts. TV, phone and Broadband are your responsibility!
- **Inventory:** You will be emailed the full inventory of the contents of the property. You will need to check the inventory and submit any amendments within 7 days of your tenancy start date. Any inventories received after the 7 days will not be accepted unless by prior agreement. If you wish to have a paper copy, SW can provide this on the day you move in.
- **Rent Payment:** We ask you set up a standing order/direct debit for rent payments going forward



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.



**Sanderson
Weatherall**