

WILTON ESTATE

RESIDENTIAL PROPERTY LETTING

A tenancy agreement will be available to read before you move in and an agreement must be signed before the actual commencement date. The main terms and conditions of the agreement will be:

1. **The rent:** This is payable monthly preferably by standing order is preferred. Prior to the commencement date you will be required to pay the first month's rent, the deposit and the administration charge (£180.00 + VAT) along with a reference fee (£50.00 + VAT).

A check out fee (£50.00 + VAT) will be charged at the end of the tenancy.

2. **Deposit:** We are members of the Tenancy Deposit Scheme a regulatory body which safeguards landlords and tenants. Further details are shown on the attached information sheet.
3. **Inventory:** This will be made by someone from our office and any discrepancies should be notified us as soon as is practical. The document will be used at the end of the Tenancy.
4. **Insurance of the Property:** The Landlord is responsible for the insurance of the building. You are responsible for the insurance of your contents and personal items and for arranging additional cover for accidental damage.
5. **Repairs:** The Landlord is responsible for:
 - the structure of the property
 - external decoration
 - the supply of water, gas, electricity and sanitation
 - annual servicing of central heating boiler to be arranged by the Landlord
 - hot water and central heating systems, including boilers and Rayburns
 - basins, baths, sinks and toilets (but not fittings such as washers and ball cocks – The Estate can attend to these but the tenant will be recharged).

The main responsibilities of the tenant are:

- internal maintenance unless covered by the above
- fixtures and fittings – e.g. tap washers and ball cocks
- internal decoration
- emptying septic tanks/cess pits and unblocking drains (although the landlord is responsible for repairs to drains)
- annual chimney sweeping, or as often as necessary
- repairing broken windows
- clearing gutters and downpipes
- protecting water pipes and similar from frost damage
- maintaining the garden together with garden sheds, fences and similar
- rectifying any damage caused by tenant.

Please note you may be asked to provide details of the last 5 years of addresses including landlord's details (if applicable) and the last 2 years of employment.

If you become a tenant we will ask to see and retain copies of proof of identification (drivers licence/passport) and proof of residency (utility bill/bank statement).

January 2015