

Tenancy Deposit Protection.

xx Month 20xx

The government has declared that all tenancy deposits are to be held in a government-authorised scheme.

Landlord name

Landlord Address

This information is to advise you that the bond that you have paid on the property will be held in the government **based scheme**.

You can find out more about this scheme on line on **www.depositprotection.com**

THE DEPOSIT PROTECTION SERVICE

THE PAVILIONS

BRISTOL

BS99 6AA 0870 707 1707

You pay a deposit in order to protect your Landlord against any damages or losses that may be incurred during your tenancy. Please refer to the **Bond Information Document** where you will be able to read in greater detail about the purpose of the deposit.

When your tenancy expires your property will be inspected as part of the moving out procedure and any discrepancies between this and the inventory inspection which was conducted at your moving in will be eligible for deduction charges.

If you wish to dispute the charges you can contact the Chartered Institute of Arbitrators via the above web site or telephone number.

Please note that if there is more than 1 tenant on your contract we must declare the following details of one representative of the group. Please complete the following details of the chosen person. **BLOCK CAPITALS PLEASE (POST CODE IS VERY IMPORTANT) THE BOND WILL BE RETURNED TO THIS REPRESENTATIVE AT THE END OF THE TENANCY IN THE FORM OF 1 TOTAL PAYMENT.**

TENANT NAME ..

TELEPHONE NUMBER .

PARENTS ADDRESS INC POST CODE

EMAIL ADDRESS:

NB: PLEASE INFORM US OF ANY CHANGE OF ANY THE ABOVE DETAILS

**Please sign below to acknowledge receipt of this information:**

## What charges should I be aware of before I sign the agreement?

### Rent payments:

Late rent from 2 <sup>nd</sup> of the month		£ 25.00
Letter requesting payment	ON 6 <sup>TH</sup>	£ 10.00
Late rent every 7 days after 2 <sup>nd</sup> of the month	FROM 9 <sup>TH</sup>	£ 25.00
Each late rent home visit	FROM 15 <sup>TH</sup>	£ 30.00
Court costs incurred through late rent		£ TBC

### Property repairs:

Blocked washing machine filter – tenant fault determined by engineer	£ 40.00
Waste pipe blockage – wc, kitchen sink, bath/shower	£ 40.00

### Keys:

Lock-out (of bedroom or property)	£ 20.00
Replacement key (charge per key)	£ 30.00
Key not returned at tenancy termination (per key)	£100.00

### All other charges:

Fumigation of property (pets/smoking)	£200.00
Re-painting (smoke damage) per room	£100.00
Pest control (chargeable from week of tenancy)	£ 60.00

### Moving in/out charges:

Unkept appointments (eg inspection, inventory)	£ 20.00
Wasted maintenance call-out	£ 40.00
Move in inventory	
Move out inventory (per visit)	£ 50.00
Household waste removal	£ TBC
Replacement of lightbulbs (per bulb)	£ 5.00
Use of blu/white-tac/nails on wall (minimum)	£ 65.00
Cleaning charges – per room	£ 20.00
Utility bill confirmation (per bill)	£ 20.00

### COST COVERED BY LANDLORD

Contractual Amendments	£ 90.00
------------------------	---------

**This list is not exhaustive but we have tried to cover the most common costs incurred during a tenancy.**

**Signed by tenants:**

## **BOND INFORMATION DOCUMENT**

### **PROPERTY -**

### **TENANTS -**

A bond of £0.00 to be deposited with this contract. The bond is paid to cover possible damage to the property.

**IMPORTANT NOTICE - This signed agreement creates a binding and legal contract. If you do not understand the nature of the agreement, then it is recommended that you take legal advice before signing.**

DATE - 10 November 2011

### **What do I need to do during the tenancy to protect my bond?**

#### **When you first move in:**

Put bills in your name from the START of your contract, not when you move in. **STUDENTS, YOUR COUNCIL TAX IS NOT FREE!** You must call the council to advise them of your names and send all tenants individual exemption certificates to the council together. Failure to do so will result in you being charged for council tax!

When you move into the property it should be clean. The property must be left in a clean condition. Imperial Services will assess and determine the cleanliness state, not the tenants (or parents).

It is the tenant's responsibility to ensure that all lightbulbs are operational at the start of the tenancy. If they are not, please inform Imperial and they will be replaced. This is the only time Imperial will replace them free of charge.

Send an e-mail to Imperial with tenant amendments. These are anything in the property which has been damaged that you don't want to pay out of your bond at the end or for maintenance to repair. Please send this by e-mail to [maintenance@imperialservices.co.uk](mailto:maintenance@imperialservices.co.uk) labelled in subject heading 'Tenant Amendments – Property address' so that there is a permanent copy for yours and our records.

Your landlord is not responsible for the loss or damage of your personal possessions, this includes any possessions left in the property over the summer, should you qualify for receiving keys on 1st July. We strongly encourage that you take out tenants contents insurance. Please ask us for details. Please be aware that we require a copy of your tenants' contents insurance within 14 days of your move in.

Finally, please note that your Landlord has stipulated that for a week during the term of the tenancy that he may be allowed to carry out repairs and improvements where necessary. No compensation will be given for this week's inconvenience.

#### **During the tenancy:**

We've made a list of house tasks that need to be done throughout the tenancy in order to make moving out at the end an easier task.

- \* Keep the drains and pipes free and clear from obstructions and are responsible for the costs thereof.
- \* Clean the hallways, landing, bedrooms, communal areas, kitchen, bathroom and WC at least once a week.
- \* Be responsible for washing dishes and cleaning the kitchen after use. NB, if any food is left lying around the house whether it is on dirty dishes or in not properly fastened refuse bags then you will run the risk of attracting mice or rats. Mice are not responsibility of the Landlord and are regarded as negligence on the part of the tenants.

- \* To not apply adhesive or sticky tape, nails or blu tac to the walls, doors or furniture.
- \* In the case of student accommodation, allow Imperial Services to enter the property (giving notice) during the last six months of the tenancy of the said term for the purpose of allowing prospective tenants to view the property.
- \* Open the bathroom window both during and after use and also the kitchen window whilst cooking to prevent damage from condensation. Failure to do this results in mould growth. Such abuse of decoration can not be regarded as fair wear and tear. Such damage will require repair and decoration. In addition to this, do not leave cleaning substances on the bath or sink seals as this will deteriorate the seal which you will be charged for the replacement.
- \* You are responsible for keeping the house clean. We do not supply you with cleaning utensils, cleaning substances or vacuum cleaners. We do expect you to provide these for yourself.
- \* We operate a no-pets, no smoking policy. If a landlord has agreed otherwise, please ensure that this is written into your tenancy agreement to avoid incurring costs at the end of the tenancy.

Your responsibilities are for the whole house, including the communal areas and the front and rear of the building. You are responsible for ensuring that rubbish is contained in black plastic bags and you must put the bags out for the council collection the night prior to the collection day. The bags must be placed directly on the pavement or the men will not take them. If your bags split and there is debris on the pavement you must clear this up. If we find that the house is not kept clean and tidy and cared for we will issue a warning, verbal or written. If you do not respond to the warning we will send in cleaners and you will bear the cost.

This list is not exhaustive. The bond will be used as security for the performance of the tenants' obligations and to compensate the landlord for any breach thereof.

### **How do I get my bond back?**

Imperial Services will decide on the extent of any damage.

If the property is left in a dirty condition it will be cleaned professionally and the costs deducted from the bond. Ensure that before vacating, the skirting boards, inside and out kitchen cupboards, all windows inside and their inside ledges and sills are cleaned. If they are not we will hire professional cleaners and charge you.

All keys must be returned. Rent will be charged every day that the keys are kept over the agreed vacation date.

BEFORE bonds are refunded, proof must be provided that gas, electricity, telephone bills, council and water rates have been settled to an agreed meter reading/date. Please pay for the bills at a bank or post office so that the bill can be stamped as PAID. If we have to call the utility companies to check that bills have been paid then we will charge an administration fee of £20 per bill. Bonds will be returned after the end of your tenancy once repairs or redecoration, if necessary, have been executed and the cheque will be made out to the head tenant forwarding address indicated on page 1. Bonds will be refunded by cheque and only either sent in the post or collected by a member of your household. Any future calls about the bond will only handled through the head tenant ONLY in line with the data protection act. This means that we will not speak to parents of the head tenant or any other tenant named on the agreement without the head tenant's explicit written consent.

ON NO ACCOUNT WILL THE BOND BE ACCEPTED AS THE LAST MONTH'S RENT – rephrase: bond is not held to cover rent arrears. The bond cannot be used to pay the last month's rent. This needs to be paid as per contracted means.

Tenants to sign: