

TENANT'S GUIDE



Available Properties & Viewings

All our rental properties can be seen on our website ianmacklin.com. If you would like to arrange a viewing, please call or email using the following contact details:

T: 0161 979 0193 **E:** lettings@ianmacklin.com

Viewings are by appointment only and we require a mobile and landline number and your current address before we can confirm your appointment. It is important to view the property before making an application to ensure that you are happy with the internal condition.

Application

Please read the following information if you are considering making an application. Before we speak to the landlord regarding your application we would need to know who the tenants would be, when you require the property and for what term - generally the minimum term is six months although most landlords require a twelve month tenancy so it is important to check this before you make an application.

Identification

All prospective tenants or permitted occupiers who will be living in the property over the age of 18 must complete an application form and provide original identification documentation (ie a passport) to enable our firm to comply with our legal obligations of checking their Right to Rent in the UK

Application Fee

Application fees are payable upon application, £195 for the first applicant and £95 for each subsequent applicant and £125 for a guarantor. These fees are inclusive of vat, non-refundable and cover references carried out by a third party company and general administration.

HALE: OLD BANK BUILDINGS
160 ASHLEY ROAD, HALE
CHESHIRE WA15 9SF

T: 0161 979 0193

HALE BARNES: 292 HALE ROAD
HALE BARNES, CHESHIRE
WA15 8SP

E: lettings@ianmacklin.com

TIMPERLEY: 385 STOCKPORT ROAD
TIMPERLEY, CHESHIRE
WA15 7UR

W: ianmacklin.com



Application Process

Initially an email will be sent to you confirming the details of your application (this will include the rental amount per month, the number of tenants, the term and start date of the tenancy). The email will also provide instructions on how to complete your application. Please note the referencing criteria for affordability is generally 30 x the rent, so do take this into consideration before completing your application. For example, for a property at £1000 per month, you would be expected to earn in excess of £30k annually if one person or between two people if two applicants. Please note we cannot proceed with your application until the appropriate application fee has been paid.

Pets

Some landlords allow pets although others specify that they are not permitted so it is important that you confirm if you have any and also the breed of animal. Pets may be considered on an individual basis but permission must be given in writing by the agent. Usually a higher deposit of 1.5 months rent is required and an agreement by the tenant to cover the cost of professionally cleaning the property at the end of the tenancy including carpets. Usually in apartments or properties with communal areas, pets are not permitted in any circumstances.

Furniture

Please ensure you are clear about exactly what furniture will remain in the property if you are considering an application, as this can sometimes differ to the furniture seen during your viewing or on photographs in the property advertisement. Usually a property is offered as a minimum part furnished which means curtains or blinds and kitchen goods, but each property will be different so please seek written confirmation.

Holding Fee

If the application is successful, we will agree a prospective move-in date and produce the draft Tenancy Agreement. At this point a holding fee generally equal to one month's rent will be required. Please note this is a non-refundable holding fee until the commencement of the tenancy agreement as all viewings on the property will cease on receipt of the fee. This fee should not be paid unless you are 100% certain that you intend to rent the property, that you have viewed the property and that you are in agreement with the original offer confirmation and tenancy agreement. This fee will then serve as your first month's rent at the commencement of the tenancy.

Tenancy Deposit

Before the commencement of the tenancy we will request a tenancy deposit usually equal to one months rent which, unless we confirm otherwise, will be registered with the Deposit Protection Scheme (DPS) according to the Housing Act 2004 until the end of your tenancy.

All payments must be cleared funds before the commencement of the tenancy and keys cannot be released otherwise. Please ensure that you leave at least 7 working days clear for cheques or 3 working days for electronic transfer (check with your bank if these days are sufficient).

Tenancy Agreement & Property Keys

The tenancy agreement will be provided for you to read before the tenancy commences. This should be read thoroughly and understood completely before signature. If you do have any concerns about the agreement you should seek clarification or advice before you sign. The Tenancy Agreement must be signed by the tenant(s) with Ian Macklin Lettings as a witness and keys will only be given direct to the tenant and cannot be released to a third party

Utilities

The tenant will be responsible for payment of all normal utilities, ie council tax, water, gas & electricity, also the TV licence and other bills such as sky, telephone etc, unless otherwise stated.

Insurance

The landlord will be responsible for insuring the building and their own contents - please note tenants are required to insure their own contents.

Agent Membership

Ian Macklin Lettings Ltd are members of the following professional organisations:

ARLA (Association of Residential Letting Agents) www.arla.co.uk

Arla is the UK's foremost professional body for letting agents who regulate its members and actively promote the highest standards across every aspect of residential lettings and management in the private sector. As a licensed member we are obliged to ensure we have the necessary professional indemnity insurance in place and that we comply with legislative changes at all times.

NFOPP (National Federation of Property Professionals) www.nfopp.co.uk

Ian Macklin Lettings Ltd is part of the NFOPP Client Money Protection Scheme. This provides potential compensation to landlords or tenants and should an agent misappropriate their rent, deposit or any other client funds.

TPOS (The Property Ombudsman Scheme) www.tpos.co.uk

As part of this scheme, we are able to provide via the Property Ombudsman a free and impartial service for the resolution of unresolved disputes between consumers and property agents.



GENERAL CHECKLISTS FOR TENANTS AND LANDLORDS

As a minimum, the following are brief checklists for both landlord and tenant when renting a property.

Landlords are obliged to:

- Provide a gas safety certificate
- Provide an Energy Performance Certificate
- Ensure the property has smoke alarms on each floor
- Ensure the property is cleaned properly before the tenancy commences
- Ensure the property in general is safe for tenant occupation
- Insure the building and landlord contents
- Register the tenancy deposit with a government approved scheme
- Ensure the property is kept in good repair throughout the tenancy
- At the end of the tenancy, provide a minimum of two months notice if they require the tenant to vacate
- Allow the tenant quiet enjoyment of their new home!

Tenants are obliged to:

- Complete application forms and provide necessary ID documentation
- Pay the agreed deposit
- Pay the rent for the duration of the tenancy
- Pay utility bills and council tax
- Insure their personal contents
- Look after the property in general and report any required repairs immediately
- Be considerate to neighbours
- At the end of the tenancy, provide a minimum of one month's notice if they wish to vacate
- Ensure the property is left clean and as they found it
- Enjoy their new home!

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