



[www.cairds.co.uk](http://www.cairds.co.uk)

**Epsom Sales & New Homes**  
Phone: 01372 743033  
Email: homes@cairds.co.uk

**Epsom Lettings & Management**  
Phone: 01372 731966  
Email: lettings@cairds.co.uk

**Ashtead Sales & Lettings**  
Phone: 01372 888 888  
Email: ashtead@cairds.co.uk

**London office**  
Phone: 020 7409 4677  
Email: homes@cairds.co.uk

## **Tenants Terms of Business**

### **Application to Rent a Property**

All persons aged 18 years and over who will occupy the property must be names on the Tenancy Agreement. Each tenant will be assessed for their share of the total rent. Where a joint tenant is not contributing to the rent a credit and identity check only will be required.

The administration fees are below: - (this includes both referencing and administration cost)

**Single Occupant - £275 Inc Vat**  
**Additional Tenant - £125 Inc Vat**  
**Guarantor - £200 Inc Vat**  
**Company Let - £500 Inc Vat**

**The tenant will be responsible for the check-out cost of the property and we will advise how much this is upon offering on the property. This will be paid upfront prior to moving in.**

**Should you as the tenant withdraw your offer from the property the administration charge is non-refundable.**

You must ensure sufficient time for funds to reach our account. We will not allow tenancy to commence without the cleared funds we require.

### **Guarantors**

You may require a guarantor (subject to agreement from the landlord), if any adverse credit history is recorded or if your income is insufficient for the agreement. Guarantors are subject to the same reference and ID checks as the prospective tenants. A guarantor must be a UK Passport Holder and a UK homeowner.

### **Tenancy Agreement**

Once Cairds are in receipt of satisfactory reference we will then prepare the tenancy agreement, this is an agreement between landlord and tenant. This will need to be signed and returned prior to tenancy commencing.

### **Documentation Tenants Must Be In Receipt of Prior to Move In. (If applicable)**

Gas Safety Certificate  
Energy Performance Certificate  
EICR (Electrical Installation Certificate)  
How to Rent Guide

### **Deposit**

Before tenancy commences we will require to take a 6 weeks deposit, should you be housing pets in the property subject to the landlord agreeing we may ask to take an



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additional 2 weeks deposit. The deposit will be lodged by Cairds with the Deposit

Protection Service, details of which can be found [www.thedepositprotectionservice.com](http://www.thedepositprotectionservice.com) telephone number 0330 303 0030.

The landlord may be a private member of a deposit scheme. If so the landlord must provide you with evidence of their membership and register your deposit with an approved scheme.

### Rental Payments

Future rent payments should be made by standing order, either to Cairds or directly to the landlord as advised. It is the tenant's responsibility to set up a standing order. The rent must be received in cleared funds on the agreed date each month. At the end of tenancy it is the tenant's responsibility to cancel the standing order.

### Early Release from Tenancy

You may wish to be released within the Fixed Term of your Tenancy Agreement. This may be allowed at the Landlords discretion and agreement and with an advance Early Release payment to Cairds.

£1500 Inc Vat for Rentals from £3000 PCM upwards  
£1250 Inc Vat for Rentals from £2000-£2999 PCM  
£950 Inc Vat for Rentals from £1500-£1999 PCM  
£650 Inc Vat for Rentals from £1000-£1499 PCM  
£550 Inc Vat for Rentals from £500-£999 PCM

### Pets

You must declare any pets you intend to take into the property and this must be agreed with the landlord before moving in to the property. You will be responsible for any damage caused by the pet(s) through the duration of the tenancy.

### Cleaning

Should you request for the property to be professionally cleaned at offer stage and the landlord agreed, you will be required to organise and pay for a professional clean at the end of tenancy. This will be an upfront payment similar to the checkout cost to which we will obtain funds until the end of tenancy.



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Rental Amount	£
Deposit	£
Check Out	£
Admin Fee	£
Clean	£
Total	£

Tenant: Print Name..... Sign..... Date.....

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### Client Money Protection

Client money protection is a legal requirement for all letting agents who deal with client money from 1<sup>st</sup> April 2019. Under Current Legislation, the Consumer Rights Act 2015 made it a legal requirement for every lettings agent in England to display whether or not they are a member of a Client Money Protection Scheme. Lettings agents in Wales are required to be a member of a Client Money Protection Scheme (and display this to consumers) as part of their Rent Smart Wales Registration.

[Cairds \(Epsom\) Ltd t/a – Cairds The Estate Agents are covered by Property Mark Client Protection Scheme.](#)