

Your essential
Rental
Guide



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Why rent?

At Manning Stainton, we know that whether you are buying or renting your home it can be one of the most stressful yet exciting experiences you undertake.

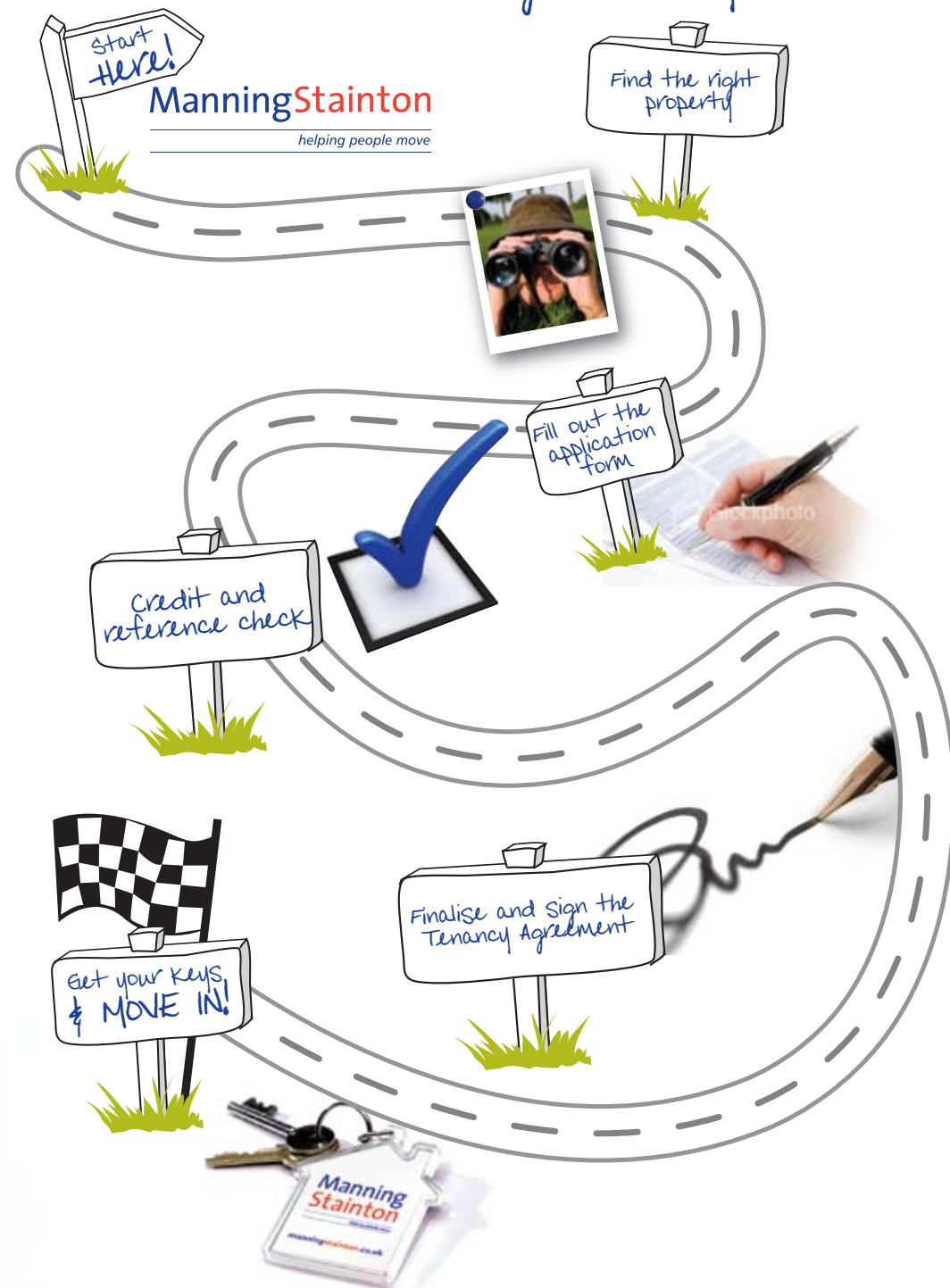
The quality and range of properties available do vary, as well as industry standards, so to assist you through the different stages we have put together this handy guide which highlights not only the process but some of the responsibilities associated with renting a property of both landlords and tenants.

By choosing to rent through Manning Stainton, as one of the very first agents in Leeds to become a Licensed Member of ARLA (Association of Letting Agents) we provide peace of mind by offering the highest professional standards. To become a Licensed Letting Agent we must comply with strict competency tests and rigorous financial requirements safeguarding both landlords and tenants money.

We hope you find the guide useful and answers your questions, however, please do not hesitate to contact us if we can be of further assistance.



The Lettings Journey





Seek & you will find!

Finding a house to rent can be time consuming and tiresome, it pays to plan well and plan in advance.

Focus on your renting priorities and write down your results. Do you need parking? Do you want to be close to a particular bus route? Do you want to live alone or share? House or Flat? What is your realistic budget? Now that you are prepared, set aside a couple of days to view properties and start your hunt.

At Manning Stainton, we always have a good selection of properties for rent. Our lettings team will listen to what you need and assist you in finding the perfect property for you. We will accompany you on viewings, pointing out what the property and location can offer you.

Although renting through letting agents can end up a little more expensive than renting direct with the landlord, there are real advantages. We work with rental properties day in and day out and have extensive knowledge and experience in dealing with both tenants and landlords alike.

Once you've found the property to suit you, you can make an offer to one of our team and we can get the wheels in motion! The offer will be forwarded to the Landlord for approval and we can negotiate any terms of the offer between the parties.



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Do we all agree?



Once the landlord has agreed to your offer, you'll need to fill in the necessary application forms so that we can organise a Tenancy Agreement.

At this stage, there'll be an administration charge that will cover the cost of referencing, credit checks and the set up of a Tenancy Agreement. The application form will request details of your employer, salary, any previous landlord and your address details for the last three years. This information will be used to take up references and to check your credit rating and history. If you do not pass the referencing criteria you will not be given a tenancy.

The referencing criteria checks that all applicants over the age of 18:

- Meet Credit Score Criteria
- Are in full time employment
- Are earning 2.5 times the monthly rental

In some circumstances, we may ask you for a guarantor who will be a party to the Tenancy Agreement and will guarantee and meet the obligations of you - the Tenant, should you fail to do so.

We can provide you with a draft copy of our standard tenancy agreement when you complete the application form. The document will outline all your rights and responsibilities as well as those of the Landlord. Both you and the landlord are legally responsible for carrying out the promises you've made in the Agreement. Once you've signed up, the agreement forms a binding contract between you and the landlord so make sure you check it thoroughly!



If you break any of the promises, the landlord can hold you to account. If damage has been caused, the landlord may charge you for that damage and recover the money owed from your bond (see overleaf). In some circumstances the landlord will be entitled to ask the court to bring the Tenancy to an end.

You'll need to agree a term for the Tenancy to suit you and the landlord - usually 6 months or a year. We will discuss this with yourself and the landlord to get the best term to suit both of you. Once the term of the Tenancy has been agreed, you cannot terminate this without the landlords approval. We'll ask you to set up a monthly standing order to pay the rent and can organise this to come out in time to clear for your due date each month.

We will ask you for a 'bond' or Tenancy Deposit that we will hold for the whole of the Tenancy Term. This is usually one months rent and is held as cover for any potential loss or damage. If, at the end of your term, everything is still in good condition, your bond will be returned to you in full.

We appreciate that filling out the forms and sorting the Tenancy Agreement can be daunting but, don't worry, Manning Stainton will be on hand to advise and help wherever possible.

Manning Stainton TIP:

Make sure you read your Tenancy Agreement carefully and check any terms or points that you do not understand with the Citizens Advice Bureau or a solicitor.

Manning Stainton Jargon Buster:

A rental bond... is paid by a tenant as a form of security for the landlord against breaches of the tenant.



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UTILITIES

We will give you all the details of the utilities at the property. It is essential that you inform all service utilities and the local council tax office of your intended occupation, and ensure a supply is available to you. If you don't arrange transfer of the utilities the supply may be cut off. You are responsible for the payment of all utilities and council tax during your Tenancy.

INVENTORY AND SCHEDULE OF CONDITION

An Inventory and Schedule of Condition will be prepared prior to the start of the Tenancy. This will describe the overall condition of the property, its contents and the garden and any other outbuildings if applicable. You will be given a copy of this as you move in and it's important that you check this carefully against the inventory provided. If we manage the property you will be required to sign and return it to our office. Otherwise you can send the signed document directly to the Landlord.

At the end of a tenancy, if the property is managed, we will ask an 'inventory clerk' to check the property. This is to check that the property is left by you in as good a condition as when you moved in, and, if not, to note the items that have been damaged and assess any compensation payable to the Landlord. If required, the compensation will be taken from your bond.



PROPERTY VISITS

When we provide a full management service to the landlord, we carry out property visits approximately every 3-6 months. We'll let you know in advance of the date and time of the visit. If you can't be around for the appointment, it's no problem, our management team will carry keys to your property, which will be used to gain access if you are not present and have given consent for them to be used to gain entry. The primary purpose of these visits is to keep us aware of any minor repairs and maintenance that may be necessary. When we do not provide a full management service, the Landlord will make arrangements direct with you to gain access to check the property. They must give you at least twenty four hours notice in writing of the request for access (except in an emergency) and cannot access the property without your consent.

REPAIRS AND MAINTENANCE

It is your responsibility to promptly report any repairs or maintenance that may be required to either ourselves or the Landlord. You shouldn't, except in an emergency, instruct any contractor to carry out any work to the property. If you do, and the Landlord does not agree to it, you may have to pay the contractor's invoice.



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MAINTENANCE CONTRACTS AND GUARANTEES

If there are maintenance contracts or guarantees for any of the appliances or installations at the property and copies are left with you, you must use that contractor. If you instruct another contractor you will be liable for any costs incurred.

KEYS

You'll be given one set of keys for every Tenant at the property. You should not have additional keys cut without the consent of the Landlord or the agent. At the end of the Tenancy you must hand all keys back to the agent or the Landlord. If any keys are not returned you may be charged for replacing the locks and keys.

RENEWALS OF TENANCY AGREEMENT AND NOTICES

As the end of the Tenancy approaches, we'll contact the Landlord asking if he wishes to continue for a further fixed term or as a periodic Tenancy. If he wants to renew then we'll see if you're happy to stay in the property. We'll send you a letter with the terms required by the Landlord and you'll be asked to pay a small administration to extend an agreement. You'll need to make your decision in good time so that any new Tenancy Agreement can be prepared and signed before the renewal date.

INSURANCE

The Landlord will be responsible for insuring the buildings and the contents belonging to them. It's very important that you arrange your own insurance to cover all your personal belongings and contents as they will not be covered by the Landlords insurance.

It would also make sense to take out accidental damage cover as part of your insurance to help protect your deposit for any damage done to the property. A member of our team can arrange a no-obligation free quote upon request.

CHANGE OF CIRCUMSTANCES

If your circumstances change during the Tenancy and/or if you start to receive housing benefit, don't forget to inform us or your Landlord as soon as possible.

END OF THE TENANCY

Prior to the end of the tenancy you must prepare the property. By the last day of your Tenancy you must have removed all your belongings from the property; leave the garden (if applicable) in a good condition with the borders weeded and the grass cut; and clean the property. You cannot go back to the property after the end of the Tenancy to carry out any cleaning or gardening. If the property is not left clean or the garden is untidy you may be charged for carrying out work. This money will be deducted from the deposit.



If you have any further questions, don't hesitate to give one of our Lettings Team a call - we're here to help!



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The pulp used in the manufacture of this paper is from renewable timber produced on a fully sustainable basis.



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This paper is suitable for recycling.

Design: www.leapdesign.co.uk

LETTINGS (NORTH LEEDS)

397 Harrogate Road, Moortown, Leeds LS17 6DJ

Tel: 0113 236 9888

Postal Districts:

LS4, LS5, LS6, LS7, LS8, LS12, LS13, LS14, LS15, LS16, LS17, LS18, LS19, LS20, LS28, BD10

Areas:

Adel, Alwoodley, Apperley Bridge, Bardsey, Bramhope, Calverley, Chapel Allerton, Colton, Cookridge, Crossgates, Far Headingley, Farnley, Farsley, Gledhow, Guiseley, Headingley (not students), Holt Park, Horsforth, Kirkstall, Meanwood, Moortown, New Farnley, Oakwood, Pudsey, Rawdon, Redhall Estate, Rodley, Roundhay, Scarcroft, Shadwell, Temple Newsam, Weetwood, West Park, Whitkirk, Wike, Wortley, Yeadon

LETTINGS (SOUTH LEEDS)

42 Queen Street, Morley, Leeds LS27 9BR

Tel: 0113 220 3465

Postal Districts:

LS10, LS11, LS26, LS27, WF3, BD11

Areas:

Beeston -Cross Flatts Estate area, Churwell, Drighlington, East Ardsely, Gildersome, Heritage Village, Lofthouse, Methley, Morley, Oulton, Robin Hood, Rothwell, Stourton Grange, Swillington, Thorpe, Tingley, West Ardsley, Woodlesford

lettings@manningstainton.co.uk
manningstainton.co.uk/lettings

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