

# TENANT RENTING GUIDE - REAL RENTS PROPERTY MANAGEMENT LTD

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This document has been created as a guide to help you understand the process of renting a property through Real Rents Property Management Ltd and the associated fees.

On submitting an offer, you will be sent a link to our "Tenant Application Form" which you will be required to complete. Once this has been completed, the landlord of the property will be informed and your offer will either be accepted, a counter offer put forward or rejected.

Our requirements for acceptance are a clean credit history, full time employment (not scheduled to end before the end of the tenancy), earning 2.5 times the annual rent and a satisfactory landlord reference (if applicable). Providing you meet these requirements, there is no reason why your application should be rejected.

If your offer is accepted, you will be required to make payment of the administration, referencing and property holding fee. All fees are listed in APPENDIX A. If your offer is rejected or a counter offer is proposed you will be informed by via email or phone.

Only once we have received the relevant fees will we continue with your application. You will need to provide us with following via email/via website:

- Valid Photo Identification (Passport or Driving Licence)
- Proof of Residency (Utility Bill, Bank Statement or Residency documentation)
- Signed "Tenants - Terms of Business" (sent and signed via email)
- Signed "Tenant Renting Guide" (this document)
- Any conditions of the tenancy discussed with the negotiator. (Verbal conditions will not be valid under any circumstances).

On receipt of the above, referencing will proceed. You will be contacted via email or SMS with instructions on how to provide your information to our referencing partner. We require referencing for each person over the age of 18 who will reside in the property.

Following referencing we will notify you of the decision and either confirm a move in date or inform you of an unsuccessful reference. The referencing process normally takes 72 hours.

The whole process is still subject to contract.

If for any reason the landlord withdraws the property, then all monies paid will be refunded in full via BACS within 5 working days.

The tenancy agreement will be sent out via email to you in advance for you to review. Please take the time to read this document carefully and contact us if you have any questions.

We use digital signatures for our tenancy agreements and all documents are signed either online or in person.

Before the tenancy agreement can be signed and keys handed over, the remaining balance **MUST** be paid in cleared funds. The remaining balance will be one month's rent (minus the property retainer fee paid) plus six weeks security deposit. We only accept payment via BACS.

Real Rents Property Management Ltd  
Registered Office:  
232 Whaddon Way  
Bletchley  
Milton Keynes  
MK3 7DE  
01908 465 130  
[info@realrents.co.uk](mailto:info@realrents.co.uk)  
[www.realrents.co.uk](http://www.realrents.co.uk)

Registered in England No.  
08567469



Barclays Bank  
Real Rents Property  
Management Ltd  
Sort Code: 20-57-44  
Account Number: 03386295

Updated: 22<sup>nd</sup> June 2016

Until the Tenancy Agreement has been signed, there is no contract in place between you and the Landlord. If the Tenancy does not proceed for any reason as planned you cannot claim against the Landlord or RRPM Ltd for your costs or out of pocket expenses. Tenancy agreements and other tenancy documents will only be signed once RRPM Ltd can establish that we have vacant possession.

If the tenancy is granted in the name of more than one individual, then all parties must be present at check in. You should be aware that the tenancy is jointly and severally liable meaning that all persons listed on the agreement are liable for the TOTAL amount of the rent and not just their "share".

At check in, you will receive a copy of the Inventory Report via email. This should be returned to us with your comments within seven days of check in. No amendments will be accepted after this date.

We intend to conduct routine property visits on behalf of the landlord. These visits take place three months after check in and every six months thereafter. We will notify you in advance via email, text or phone before any inspection.

We will contact you towards the end of the tenancy to confirm whether you wish to renew or terminate the agreement. Tenancy renewal fees are listed in APPENDIX A.

Please do not hesitate in contacting Real Rents Property Management Ltd should you have any other questions not covered in this guide.



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## APPENDIX A: TENANT FEE STRUCTURE

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DESCRIPTION	AMOUNT
Tenant Referencing Fee (per applicant)	£75
Administration Fee (per property)	£150
Property Retainer Fee	£150
Company Let	£350
Renewal Fee	NIL
Late Rent Fee	NIL
Key Replacement Fee	Cost of Replacement
Early Release from Fixed Tenancy	£200

Tenant Referencing Fee - This is a contribution to our cost associated with referencing each tenant. This fee under no circumstances will be refunded if any information provided on the New Tenant Application Form is false or incorrect or if you no longer wish to proceed with the application.

Administration Fee - This is a contribution to our cost of commencing the tenancy. This fee under no circumstances will be refunded if any information provided on the New Tenant Application Form is false or incorrect or if you no longer wish to proceed with the application.

Property Retainer Fee - The property retainer fee secures the property (subject to contract) whilst your application is being considered. The Property Retainer Fee will be converted into part of the first month's rent upon moving into the property. This fee under no circumstances will be refunded if any information provided on the Tenant Application Form is false or incorrect or if you no longer wish to proceed with the application.

Renewal Fee – For the negotiation of a new tenancy agreement.

Late Rent Fee – If rent is paid late and we are required to chase the tenant shall be liable for this fee.

Key Replacement – If you lose your key a replacement will be required and the cost will be attributed to the tenant.

You are signing below to confirm that you have read the tenant renting guide and are aware of your responsibilities. Furthermore you agree to adhere to all of the above conditions and fees as described above.

Name.....

Date.....

Signature.....

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