

If you're not insured, you're risking much more than your belongings

From a spilt glass of wine to an iron mark on the carpet, accidents happen to the best of us.



Your landlord's own insurance won't cover you if you accidentally damage their property, and it won't cover you if your own belongings are damaged or stolen from your home.



That's why PMS Lettings are able to get you a quote from HomeLet, who have designed a home contents insurance policy that is specifically for tenants.



It covers the cost of replacing your own things, new for old and protects you against losing your deposit if your landlords property gets damaged.



Get yourself some peace of mind. **It's quick and easy to get covered** - just **ask** a member of our team to provide you with a quotation today.

www.pmslettings.co.uk



T: 01243 788257 **F:** 01243 533691 **E:** lettings@pmslettings.co.uk

Peerland House, 50 West Street, Chichester, West Sussex PO19 1RP

A Guide to Renting a Property...



Renting by Reputation
for over 21 years...



"I would like to thank you for the level of service received, you are an asset to the world of lettings."



"Prompt, professional and friendly service"

The Application Process

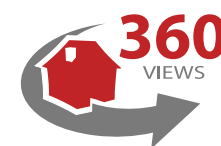
- ❑ Once you have decided on a property to rent through us, a holding deposit of £100.00 is required and this indicates your commitment which will become part of the dilapidation's deposit upon the signing of the Tenancy Agreement. We will withdraw the property from the market and not show it to anyone else
- ❑ The holding deposit is non refundable. Should you decide not to proceed with the tenancy you will lose this deposit
- ❑ You will need to complete a credit/reference application form. The cost for this is £100 + VAT per application and this is required before it can be carried out.
- ❑ When you return your credit/reference forms, we are required to take a copy of either your passport, UK drivers license (if you have one), utility bill with current address such as electric, gas, telephone or a bank statement for identity purposes
- ❑ An administrative charge of £150.00 + VAT will be required to cover the cost of preparing the Tenancy Agreement, administration and registering the deposit with The Deposit Protection Service
- ❑ Should you require a Guarantor (parent, relative, friend or someone who will guarantee the rent and adherence to the Terms and Conditions of the Tenancy Agreement), an additional form will be provided which should be completed by them, (please note: there is an additional fee of £100.00 + VAT for this)
- ❑ If you are self-employed, your accountant's details for the credit/reference company will be required
- ❑ Your Tenancy Agreement will have been drafted and this outlines the Landlord and your obligations

The Day You Move In To Your New Home

- ❑ You will be required to pay your first month's rent and the remainder of the deposit (equivalent to six weeks' rent). (Please note: if paying cash or by card this can be done on the day or payment by cheque must be received 10 working days before your move-in date)
- ❑ Two copies of the Inventory of Contents will, in normal circumstances, be handed to you at the commencement of your tenancy. It is important that you take care in agreeing the inventory and returning one copy to us with any appropriate comments within seven days as this document will form the basis of any dilapidations/damage claim by your Landlord at the end of the tenancy. Please remember to pay particular attention to the condition and cleanliness of items as well as checking that everything is correct as listed
- ❑ The deposit is held against dilapidations and/or expenses arising during your tenancy and will not be released until after you vacate the property and a satisfactory check-out has been completed
- ❑ Within 10 days of receiving your deposit, this will have been registered with The Deposit Protection Service
- ❑ Rent is paid monthly in advance by standing order
- ❑ If any action is taken by PMS Lettings for late or non-payment of rent a charge of £15.00 + VAT per letter will be levied
- ❑ Should you experience any financial difficulties during the course of the tenancy it is in your interest to contact us immediately for advice
- ❑ It is your responsibility to advise the local authority to arrange the payment of Council Tax

- ❑ You are responsible for insuring your own personal effects and furnishings. We are able to offer a contents insurance policy which is specifically aimed towards tenants and their particular requirements and accidental damage to the Landlords' property. We will be pleased to arrange a quotation for you
- ❑ Meter readings will be taken before your tenancy commences and the relevant utility companies will be informed
- ❑ During the course of the tenancy, periodic inspections will be carried out. We will contact you to make a mutually convenient appointment
- ❑ We hope that your tenancy is a happy one and remember we are here to help you

We are delighted you have found a property to rent through **PMS Lettings** and hope this tenants guide has been of use to you and make your move as stress free as possible



Find a property quicker and cut out wasted viewings!

www.pmslettings.co.uk