



## Tenants Guide to Renting with SK Property Group



### Tenants guide to renting.

If you are considering renting a property through SK Property Group we can ensure a simple journey to finding a new home. Here we share our top tips for renting a property; if you have any other questions or tips you would like to share with others, please contact us.

#### Affordability

It is important to think about what you can afford to spend each month renting a property. Take into account other monthly costs including council tax, utility bills and travel costs in order to determine how much you can afford to spend on rent each month.

Most letting agents calculate affordability from your annual salary. There are other ways to secure a property if you are a student or self-employed; SK Property Group are experienced letting agents and can help you understand the options available to you. Typically to pass the references the annual income needs to be no less than 2.5 times the annual rent.

#### Choosing an area

If you are thinking about moving to a new area it is worth doing some research on and offline. Visit the area at different times of the day and walk around to explore the local amenities. View area guides for information about schools, transport links and local businesses within the area.

#### Finding a property

Before you start looking it's an idea to establish your property requirements. Consider the number of bedrooms, outdoor space and parking that you will require and any extra want/needs. When viewing properties take notes so you can compare with other properties that you have seen. It's natural to remember the really bad ones so notes and photographs (if you are allowed) are really helpful.

Have a walk around the area (at different times if you can) to check out the local amenities, consider a trial run using public transport if you commute to work and try to visit the property at different times of the day.

#### Securing a property

Once you have agreed terms with the landlord you will be required to provide a rental deposit for the property, equating to a minimum of six weeks rent. The deposit will be registered in a protected Deposit Scheme to safeguard your deposit.

#### Tenancy Agreements

Upon receipt of satisfactory references from the referencing agency SK Property Group will draw up the Tenancy Agreement and forward a copy to both the landlord and the prospective tenant. This agreement should be read carefully, signed and witnessed then returned to SK Property Group a minimum of 48 hours prior to the commencement of the tenancy (the landlord is required to do the same also. An invoice showing all monies due will also be forwarded to you and these monies should also be received as cleared funds a MINIMUM of 48 hours prior to the commencement of the tenancy.





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SK Property Group reserve the right to move the proposed date entry back where payment is made later than the 48 hours stated above. The copy of the tenancy agreement signed by the tenant will be given to the landlord to sign and the copy that the landlord has signed will be given to the tenant to sign. This document should be kept in a safe place as you may need to check your tenant's obligations in the event there are any legal proceedings.

### **Initial Rent Payment.**

As you will be aware you are required to pay the rent in advance- the initial rent payment needs to be received (as cleared funds) no later than 48 hours before the tenancy is due to begin. This can be made by any of the following methods:

- Bank transfer
- Bankers draft
- Cheque

Personal or company cheques are accepted but funds must be cleared before move in.

### **The Proceeds of Crime act 2002 (Money Laundering).**

This came into effect 1<sup>st</sup> March 2004 and in-line with this SK Property Group adhere to the company policy outlined below.

We are unable to accept any payment in cash except the admin and reference fee.

For any payment in excess of £10,000 we are only able to accept payment by the following methods:

- Bank transfer- this needs to arrive in our account as cleared funds no later than 48 hours prior to move in
- Bankers draft
- Cheque- this needs to be paid at least 7 working days prior to move in and cleared funds before the keys are released

### **Deposit.**

A deposit (normally) equivalent to one and a half times the monthly rental is also payable in advance. The deposit is held during the tenancy and will be used at termination to pay for any damage, cleaning or other breaches of the tenancy detailed in the Check-out report. This report is prepared by the Inventory and Schedule of Condition at the end of the tenancy by an independent Inventory Clerk.

### **THIS DEPOSIT CANNOT BE USED AT ANY TIME FOR PAYMENT OF RENT**

At the commencement of the tenancy all tenants should be notified as to whether SK Property Group or the landlord will be managing the property. If SK Property Group manage the property or collect the rent then they will hold the deposit as Stakeholder.





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STAKEHOLDER means that the deposit will be held by SK Property Group until such time that both parties agree, in writing, to any deductions from the deposit which may include any costs detailed in the check-out report: agents fees: legal costs and disbursements: any liabilities arising due to a breach of tenancy agreement: or any rent arrears.

The tenant will be advised if SK Property Group are providing a 'Let Only' service. If this service is being provided then the landlord may be responsible for providing an Inventory and arranging the checking of the Inventory at the beginning of the tenancy.

If the landlord is managing the property they may hold the deposit and be responsible to place the funds into a scheme (SK Property Group can hold the deposit on their behalf as stakeholder) and then all negotiations with regard to the return of the deposit will need to be with the landlord- SK Property Group will take no responsibility if we do not hold the funds. At the end of tenancy if SK Property Group were holding the deposit as stakeholder we will endeavour to return the deposit (less any deductions as agreed between landlord and tenant) within 10 working days .

### **Rental Payments.**

During the course of the tenancy all rental payments should be paid by standing order (unless another agreement is made). A standing order mandate will be provided and should be completed before the tenancy has begun. The date which the tenancy commences will be your rental due date throughout the tenancy- if agreed by the landlord you could change this date- SK Property Group would calculate the pro rata to the required date, you pay this amount for the first month covering month one and the pro rata amount and from then on the rent will be due on that date.

If rent is paid more than 48 hours late during (without prior notice) a tenancy a reminder letter will be generated- tenants will incur a charge of £15.00 for this letter.

If at any time, either prior to the tenancy commencing or during the tenancy, a cheque/standing order is dishonoured by the bank due to insufficient funds being available then an administrative charge of £20.00+VAT will be charged- this may be deducted from the deposit towards the bank charges and admin costs incurred by SK Property Group.

At the end of the tenancy it is the tenant's responsibility to cancel the standing order mandate. SK Property group are unable to cancel this on your behalf- it is your instruction, not SK Property Group collecting the rent- SK Property Group will make a charge of £20.00+VAT to cover the administrative cost of returning any overpaid rent.

### **Set- up Charges.**

As well as the initial rent and deposit an administration fee that is due which covers all the paperwork involved for administering the Let- this fee is a minimum fee of £150.00.





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As part of our administration fee SK Property Group will have called each utility suppliers to the property and added your name to the account with the meter reading (unless some bills are included within the rental amount). However we would always suggest you calling them if you have not received any documentation within 10 days of the move in.

If you choose to change utility supplier you would need permission from the landlord and then disclose the new supplier and account number to SK Property Group so the files are kept up to date.

Telephone and broadband suppliers will not discuss arrangements with SK Property Group so this would be your responsibility- we may have knowledge on the suppliers but unable to offer any further information.

Tenants are responsible for the cost of utilities (unless otherwise stated). These include but are not limited to gas, electric, oil, water rates/sewerage, telephone, council tax and television licence.

### Insurance.

The landlord's insurance policy will NOT cover any of the tenant's possessions. Specialised insurance policies are available and SK Property Group would strongly recommend that all Tenants take out an adequate level of insurance cover for damage/loss of their own contents.

### Inventory.

At the start of any tenancy managed by SK Property Group you will be handed two detailed Inventory and Schedule of Condition reports that had been performed by a third party clerk.

Upon check in you will meet with a SK Property Group representative and you can go through the report together making any amendments on both copies. The tenant and the SK Property Group representative sign both copies, one is taken by SK Property Group and you keep one for your files. If for whatever reason this is not possible on the day of move in you have 7 days from the day of move in to make amendments and present the report to SK Property Group. If no amendments are made, or nothing is presented within the 7 days it is presumed that you accept the report as it was.

At the end of the tenancy a check-out report is prepared again by a third party clerk. The check-out can only take place once all the items are placed in the same place as noted on the inventory. If the check-in/check-out appointment has to be changed then at least 24 hour's notice is required. This notice should be given to SK Property Group- if this required notice is not given then there will be a cancellation fee of £65.00 + VAT incurred. This fee is charged to the party that rearranged the appointment.

The Inventory clerk is independent of both landlord and tenant and SK Property Group judge their decision as final.



## Tenants Guide to Renting with SK Property Group Managing the property.

If SK Property Group manage your property then any maintenance reports need to be made in writing to [maintenance@skpg.co.uk](mailto:maintenance@skpg.co.uk). If the report is an emergency then we will accept phone calls. This procedure is in place so there is a paper trail from the initial report and SK Property Group can then look at time scales that issues are resolved. The maintenance reports and works will be completed in order of priority, e.g. a water burst pipe would be prioritised over a dripping tap.

If the landlord manages the property then you should report any issue with them directly. The relevant contact numbers will be given to you at the commencement of the tenancy. Tenants should be aware that if the landlord manages the property then SK Property Group are unable to organise any repairs. SK Property Group have neither the landlords authority/or funds to act in their behalf.

### Animals/Pets.

Domestic animals/pets can only be allowed into a property with the landlord's prior written consent. SK Property Group must be informed at the time of making an application if there is a pet. This avoids problems arising at a later date.

If the landlord allows a pet in their property extra terms and conditions are included in the tenancy agreement. The most commonly being:

- £100.00 additional payment into the deposit
- Fumigation of the property and professional cleaning at the end of the tenancy (a receipt is required)
- Keeping the pet under control
- Removal of all pet excrement, if applicable, from the garden
- Proof of cleaning and fumigation to be given to SK Property Group otherwise work will be carried out and the costs deducted from the Deposit.

### Gardens.

If a property has a garden, unless specifically agreed otherwise, it is the responsibility of the tenant to maintain it. Generally garden maintenance includes the following:

- Mowing the lawn as often as required
- Keeping borders and tubs free of weeds
- Not altering the character of the garden

If the garden is not maintained properly SK Property Group reserve the right to instruct a garden contractor- the cost will be the responsibility of the tenant.

Sometimes the landlord includes the cost of maintaining the garden in the rent. If this is the case then the clauses of your tenancy will reflect this.



## Tenants Guide to Renting with SK Property Group Mail.



Landlord are advised to re-direct all mail, however, some items may still be sent to the property. Any mail addressed to the Landlord should be forwarded to SK Property Group as soon as possible.

At the end of the tenancy tenants are responsible for arranging redirection of their own mail. This cannot be done by SK Property Group or the landlord.

### Precautionary Measures.

As per your tenancy agreement you should notify SK Property Group or the landlord before leaving the property vacant for any continuous period of 21 days or more, during the tenancy. Many insurers insist on certain measure being taken if a property is to be vacant for more than a certain period of time.

### Visits.

All properties managed by SK Property Group are visited approximately four times a year at mutually convenient times. Occasionally SK Property Group are asked to visit more frequently. Visits take place within normal office hours and co-operation is requested. If an appointment is arranged and upon visiting our representative is unable to gain access an inconvenience charge of £15.00 + VAT will be charged to the tenant.

### Termination of the Tenancy.

**If you wish to terminate your tenancy then two months written notice MUST be given on a RENT DUE DATE (please refer to your tenancy agreement).**

If either party do not wish to renew a tenancy then towards the end of the tenancy the tenant will be contacted to arrange the check-out. This will be carried out by an independent Inventory Clerk.

As well as checking the condition of the property, its contents, fixtures and fittings, the inventory clerk will take the meter readings for the utilities and collect all sets of keys to the property.

If any keys are missing tenants will be charged for either replacing keys or changing the locks to which the key belongs. The property should be cleaned before the check-out. The cleaning extends to windows, carpets, curtains and the property itself. The garden should be well maintained, grass cut and free of weeds.

Allowances will be made for fair wear and ter. Any extra cleaning or damage will be charged to the tenant and deducted from the deposit.

SK Property Group require a forwarding address along with details of the person to whom the deposit should be returned and the bank account details. Failure to do so may result in a delay in returning the deposit.





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The forwarding address is also passed on to the utility suppliers and the local authority so that they can send the final accounts for the property.

### **Renewal of the Tenancy.**

Provided both parties are willing and any increase of rental has been agreed, the tenancy may be renewed for a further fixed term.

A minimum charge of £50.00 is payable for the negotiation of the new tenancy and for the drawing up of the renewal documentation.

