

# Tenant's Guide & Information



**Central**  
*PROPERTY LETTINGS*

EST. 1994

## About us....

Established in 1994, Central Property Lettings are the area's leading, specialist, independent agency.



We provide a personal and professional service tailored to finding you the right property to rent, taking into consideration all your personal circumstances and requirements.



## Fees...

We are a "Fee-Free" agency for any Private Tenant applications



Description	Fee
Application Fee	
Administration & Referencing fee	
Pet Policy Deposit	An additional deposit equivalent to a professional deep clean of the property will be required – A quote will be provided dependent upon the property.

## Our Properties....

Our display of quality rental properties is available to view at our office situated at Central House, 14 Falsgrave Road, Scarborough, YO12 5AT

They can also be viewed online on our dedicated website:

[www.centralpropertylettings.co.uk](http://www.centralpropertylettings.co.uk) or [www.rightmove.com](http://www.rightmove.com)

and keep up to date with news and information



## How we can help you...

Once you have viewed properties and if we are successful in finding the perfect property for you, all you will need to do is complete a simple application form and provide the following:

- Bank statements and wage slips (last two months)
- Confirmation of employment
- Proof of present residence/details (utility bill etc.)
- Previous Landlord reference/details (if applicable)

**If you are** self-employed, we will need your Accountants details and you must be able to show three years trading figures.

## Identification

Proof of identity will be required. This would normally be on the production of a passport or a driving license with photo-card.

## Right to Rent

From 1 February 2016, all private landlords (and their Agents) in England will have to check new tenants have the right to be in the UK before renting out their property (Immigration Act 2014).

Once you have decided to rent a property from Central Property Lettings, you will be asked for proof of your right to rent in the UK.

Please refer to the list of acceptable documents within this booklet for reference, please note one or more or a combination may be required.

Right to rent was introduced in the Immigration Act 2014 as part of the government's reforms to build a fairer and more effective immigration system.

**Available documents**

• Group 1 documents in List A permit the holder permanent right to rent in the UK.  
• Group 2 documents in List A must be shown in a combination of two.  
• Documents in List B permit the holder to a time-limited right to rent in the UK.  
Click on the following images for more information.

**List A (Group 1): Acceptable single documents which show an unlimited right to rent**

- UK passport
- Biometric Residence Permit with unlimited leave
- EEA/Swiss national passport/identity card
- Passport or travel document endorsed with unlimited leave
- Registration Certificate or document certifying permanent residence of EEA/Swiss national
- UK immigration status document endorsed with unlimited leave
- EEA/Swiss family member Permanent Residence card
- A certificate of naturalisation or registration as a British citizen

**List A (Group 2): Acceptable document combinations which show an unlimited right to rent (any 2 of the below to be shown in combination)**

- UK birth or adoption certificate
- A letter from National Offender Management Service
- A letter of attestation from an employer
- Criminal Record Check
- Full or provisional UK driving license
- Evidence of current or previous service in UK armed forces
- A letter from a UK further or higher education institution
- A letter from HM Prison Service
- A letter from a police force confirming that certain documents have been reported stolen
- A letter of attestation from a UK passport holder working in an acceptable profession
- A letter from a UK Government Department or Local Authority
- A letter from a private rented sector access scheme
- Benefits paperwork

**List B: Documents which show a time-limited right to rent**

- A valid passport endorsed with a time-limited period
- Biometric immigration document with permission to stay for time-limited period
- Non-EEA national residence card
- UK immigration status document with a time-limited endorsement from Home Office

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[www.gov.uk/government/.../right-to-rent-document-checks-a-user-guide](http://www.gov.uk/government/.../right-to-rent-document-checks-a-user-guide)

## **Credit and Reference Checks**

Credit and reference checks will then be carried out via a national Credit and Reference agency ([www.letalliance.co.uk](http://www.letalliance.co.uk))

## **The Rent**

All properties require the payment of a Security Deposit, plus one month's rent in advance. All rents are payable by standing order in advance and are due on the first of each calendar month.

You may be asked to pay an adjusted amount of rent initially to bring the rent due date to the first of each month. It is also possible to pay the full rental in advance.

## **Security Deposit**

A security deposit will be required to be held against possible damage, dilapidation, or any other outstanding monies. This is returnable, less any such reductions, after the end of the tenancy.

Every security deposit must legally be registered with a government regulated deposit scheme. Central Property Lettings use The Deposit Protection Service scheme and The DPS will therefore physically hold and protect your deposit throughout your tenancy.

The DPS will send you notification of the registration of your deposit and will provide you with a unique pin number called a Repayment ID. It is important to hold onto this number as you will need it to get your deposit back at the end of your tenancy. Further information on this scheme may be obtained via the tenant information screen on [www.depositprotection.com](http://www.depositprotection.com)

## **Pet Policy**

In the event of a Landlord being in agreement to a pet being included in the tenancy, a Pet Policy will run alongside the Assured Shorthold Tenancy agreement. An additional security deposit will be required to cover the increased risk of property damage caused by the pet. The amount will be determined by a quote equivalent to a professional deep clean of all floor coverings at the property. This will be held and protected along with the above security bond via the DPS and may be returned at the end of the tenancy. [www.depositprotection.com](http://www.depositprotection.com)

## **Initial Payment**

Payment must be made either by cash, debit card or BACS credit transfer

**Please note, we do not accept payment by cheque or credit card**

## **Type of Tenancy**

This will normally be an Assured Shorthold Tenancy (AST) Agreement for a **minimum term of six months.**

## **Commencement of Tenancy**

If the property is vacant the tenancy should normally start no later than ten days from the date the application is accepted.

Keys will only be released when:

- Satisfactory references have been obtained,
- We have our clients final consent,
- All legal documentation has been signed
- Full payment is received in cleared funds

## **Insurance**

It is a legal requirement for all property owners/ Landlords to have buildings insurance which will cover the overall structure of the property to include the roof and walls.

Buildings insurance does not, however, cover the contents of a property and it is therefore strongly recommended that tenants obtain their own contents insurance to cover their possessions. For example, if there is a leak from above and a laptop is damaged, this will not be recoverable from the landlord's buildings insurance and will instead be something that can be recovered from contents insurance. Contents insurance is optional for tenants and there are many different providers and policies available.

## **Utilities**

When you get to the property, the first thing you need to do is take meter readings from gas, electricity and water. You then need to call the existing utility company and set up an account with them. Once the appropriate notice has been given, you may use a utility company of your choice. Please visit the website [www.ukpower.co.uk](http://www.ukpower.co.uk) which lists the contact telephone numbers for suppliers for you to contact for comparisons.

## Tenant's Quick Guide to Referencing Criteria...

### Each applicant must:

- Have been in continuous full-time employment for at least 6 months
- Earn a salary, which equates to at least **2.5 times** the rent
- Have a good reference from their previous Landlord or Managing Agent (if applicable)
- Have a good credit history

### You will require a Guarantor or may be asked for additional rent/bond if:

- You will have not been in continuous full-time employment for at least 6 months.
- You have had a break in employment exceeding 2 weeks during the past 6 months.
- You earn less than **2.5 times** the rent
- You are unemployed and in receipt of housing benefit
- You are a student
- You are a foreign national or expatriate not in a recognised professional post

### You will be declined outright if:

- There is an adverse credit history that has not been declared or does not meet our criteria (we can sometimes accept a small CCJ/CD provided that it has been declared)
- You earn less than **1.5 times** the rent
- We receive adverse references from your employer and/or previous Landlord (if applicable)

### **IMPORTANT**

Please note that the above is only a *basic* guide to our referencing criteria. For further clarification, please contact us on (01723 500057) or [info@centralpropertylettings.co.uk](mailto:info@centralpropertylettings.co.uk)

# Central

PROPERTY LETTINGS

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Website: [www.centralpropertyletting.co.uk](http://www.centralpropertyletting.co.uk)

Principal: Steve Schmuck



The Deposit Protection Service



**THE PROPERTY OMBUDSMAN**

Approved Redress Scheme



*We Let.....the others follow*