



Management

Terms & Conditions of Letting

References

We will normally require two references relating to each tenant. One of which must be from your bank/building society or you agree that we may apply to a credit rating agency. The second reference should be from one of the following: a previous landlord/letting agent, employer or professional person. In some circumstances a letter of guarantee will be required.

ID and Anti-Money Laundering Checks

For each tenant we will require a copy of their passport or driving licence (with photo) plus a copy of a utility bill and/or bank statement not more than 3 months old to the tenant's current address.

Dilapidations Deposit

A deposit equivalent to 1.5 times the monthly rent will be taken by Sullivan Mitchell Management Ltd and this will then be held by The Deposit Protection Service for the duration of the tenancy. This will be returned to the Tenant, less any deductions for unfair wear and tear or damage to the property or contents, at the end of the Tenancy. Interest is not paid on this deposit.

Administration Fee

Following the Tenant Fees Act, which became law, on 1st June we do not charge tenants any fees or holding deposits.

Rent is payable one month in advance

We must be in receipt of cleared funds of the dilapidations deposit and first month's rent on or before the starting date of the tenancy. Personal cheques can take up to four working days to clear whilst telephone/BACS/internet payments are usually completed the same day but can take up to 2 working days. WE DO NOT ACCEPT CASH. For future monthly rent payments you should set up a Standing Order ensuring cleared funds are in our account by the rent due date. Our bank details are: Sullivan Mitchell Clients a/c; sort code: 20-53-53; a/c no. 30038903.

Utility and other charges

You will be responsible for payment of council tax, gas, electricity, water and sewerage charges. We will notify the relevant service providers at the commencement and termination of the agreement. You will also be responsible for telephone/broadband and tv licence if required.

Insurance

The landlord is responsible for insuring the fabric of the building and landlord's own contents where applicable. Any items that belong to the tenant/s are their responsibility.