



## A GUIDE TO RENTING

John Wood & Co has an excellent reputation for helping tenants find their new home. We let and manage a variety of properties throughout East Devon, the Axe Valley and surrounding areas. Our experienced Lettings Team are here to help you with your search and to ensure your move goes as smoothly as possible.

Our list of available rental properties is updated regularly. If you would like us to keep you updated with new properties that match your search criteria as they become available, then please contact us to register your interest.

For more information or to arrange a viewing, please contact us on 01297 553691 or email [Seaton@johnwood.co.uk](mailto:Seaton@johnwood.co.uk). We look forward to hearing from you.

This step by step guide is to help you understand how to rent your next home through John Wood & Co. We process is set out below with a few useful tips along the way:

### STEP 1 - VIEWING

From looking at our rental list, you've found your potential new home, we will show you around the property at an agreed time. During the viewing we will give you more information about the rental process, the property and local area and we will endeavour to answer any of your queries.

### STEP 2 - APPLICATION FOR TENANCY

Once a suitable property has been found you will need to provide an administration fee and one month's holding deposit which holds the property for you. You will also be required to complete a Tenant Application Form and provide photographic identification (i.e. driving licence card or valid passport).

### STEP 3 - REFERENCING

We use a referencing agency called Rent4Sure who takes care of the referencing process for you. At our request, Rent4Sure will email you a link to complete the online form. Once the agency has completed their checks, they will send us the completed report. This part of the process can take up to a week.

If your reference report comes back as 'acceptable', we will proceed to the next step for your home. However, if the report is 'declined', we will contact you to discuss next steps. After referencing, if for any reason your application can not proceed any further, then your administration fee would be non-refundable.

Occasionally, a Guarantor will be required if, for example the tenant has not been continuously employed for the past 18 months; has been working abroad in the previous 6 months; the tenants' income falls short of our criteria or the tenants' employment is considered as changeable.

Please note that the same referencing process using Rent4Sure applies to the guarantor. The guarantor must be aware that they will stand as guarantor for you, (and your partner if you are moving into the property together), for the entire occupancy period, not just for the period of the initial tenancy term.

### STEP 4 - TENANCY AGREEMENT

After you have been notified that the referencing has been approved we will contact you to discuss when you would like to move in and arrange for the security deposit to be paid.

Before you sign the Tenancy Agreement, we need to have a security deposit (paid in cleared funds). Normally, the security deposit is equivalent to 6 weeks rent although this can vary depending on the property.

An appointment will be arranged with you to visit our office in Seaton to sign the Tenancy Agreement. The Landlord will also be asked to sign their copy of the document beforehand. You will receive a copy of this once completed.

#### **STEP 5 - RENT AND DEPOSIT**

The holding deposit you provided during the application step will become the first month's rent. Rent is to be paid monthly in advance commencing on the first day of the tenancy and then on the same day each month thereafter. You are responsible for setting up a standing order with your bank or building society.

As members of the National Association of Estate Agents (NAEA), we are required to hold all tenant security deposits in a government approved, separately audited and designated client account that is fully insured under a Tenancy Deposit Protection Scheme and we currently use MyDeposits.

The security deposit is held for the duration of the tenancy against loss, damage or charges payable at the termination of the tenancy. It is returnable in full at the end of the tenancy subject to final inspection of the property. It should be noted that deductions will also be made for cleaning should the property (and garden areas) not have been left in a satisfactory condition.

#### **STEP 6 - MOVING IN**

Before you move into your new home, we will prepare a schedule of condition of the property we ask you to read through and sign on your moving day. All information is provided in good faith. The property will have a current gas safety certificate, smoke alarms and carbon monoxide detector (if applicable). John Wood & Co endeavour to ensure the property is ready for you to move in, however, please bear in mind, we do not turn on any electrical appliances, heating systems, etc.

#### **STEP – 7 PROPERTY INSPECTIONS**

If we are managing the property for the landlord, we will visit you periodically to carry out a property check. We will arrange a suitable time to visit you at the property and this should take no longer than one hour.

#### **STEP 8 – MOVING OUT**

At the end of your tenancy, it is important that you clean the property thoroughly. The carpets must be professionally cleaned and if pets have been living there, the carpets will also need an insecticide treatment. We can provide you with an end of tenancy check list. You will need to leave the property in the same condition as when you commenced the tenancy, with the exception of reasonable wear and tear.

#### **OTHER POINTS OF INTEREST**

- The Tenant will be responsible for insuring their own possessions
- The Tenant will take over all utilities such as Gas, Electricity, Water/Sewage charges, Council Tax & Telephone upon moving into the property and will be responsible for contacting the relevant suppliers accordingly prior to commencement of the tenancy you are able to switch suppliers if you so wish
- The Landlord is responsible for any repair/maintenance problems to appliances etc. but the Tenant is responsible for any breakages which should be reported immediately.
- Decoration of the property must only be done with your Landlord's permission
- No pets are allowed unless the Landlord has given consent
- Reasonable notice should be given in the event that the Letting Agent or Landlord wishes to inspect the property outside pre-agreed times
- Most lets are for 6 months, although some Landlords may consider longer terms
- If the agent has been instructed to manage the property then you will normally report any repairs or queries to them. If not, then you will deal directly with the Landlord.

*You require a professional, reliable service and, as such,  
the team at John Wood & Co are here to make your  
move a successful one.*