

**TENANCY AGREEMENT:**

At the commencement of the tenancy you will be required to sign a Tenancy Agreement outlining landlord and Tenant obligations.

**MOVING IN:**

On the day that you are due to move in it will be necessary to meet all named tenants in order to sign the Tenancy Agreement and pay your 'initial monies', which are detailed as follows: One month's rent in advance/security deposit, less deposit already paid. BACS and be cleared within our bank account.

**INVENTORIES:**

Details of the property contents and a schedule of condition will be prepared. Any points about the inventory with which you disagree must be brought to our attention within seven days of the commencement of the let.

**TENANTS OBLIGATIONS:**

Minor maintenance such as replacing light bulbs, fuses, tap washers, clearing gutters and drain blockage etc are the responsibility of the tenant. It is particularly important that the property is secured and that reasonable steps are taken to avoid the freezing of pipes when absent. It is important to note that the tenant will be bound by the terms and conditions of any head lease covering flats in managed blocks.

**UTILITIES:**

You should notify the utility companies and local authority of your details, unless otherwise stated.

**LETTING AGENTS OBLIGATIONS:**

This is dependent upon the service that we provide the Landlord (i.e. Full Management, Tenant Introduction or Rent Collection). You will be notified of this at the commencement of your let.

**PROPERTY VISITS:**

If the property is managed by ourselves, we are obliged to conduct periodic inspections. The purpose of these visits is to check the condition of the property, to examine any repairs which have been completed and report to the Landlord. A mutually convenient appointment will be arranged in advance.

**CONTENTS INSURANCE:**

The landlord grants the tenancy of the property to the named tenant upon the condition that tenant holds insurance that the landlord or his agent considers adequate to protect the tenant's personal possessions and accidental damage caused by the tenant to the furniture, fixtures and fittings at the property as described in the attached inventory.

The tenant must provide the landlord or his agent with a copy of his current insurance certificate upon request by Barnett Richards detailing the cover held, the name and address of the insurer, the policy number and the date of renewal.

To report a fault, you must call our Management Department on **07832 351310** or **020 8554 4400**. There is a 24hr answer phone message service available.