



Renting in comfort

The Essential Tenants Guide

www.jonhallett.com

Jon Hallett
THE LETTING AGENTS



Introduction

Reading's No.1 letting agents.

Jon Hallett is big on letting property in the Reading Area, but small enough to care about finding you your next home. We have been specialising in letting property for fifteen years.

Our job is to get you to the front of the queue for good quality, desirable properties, and make renting hassle and trouble-free. We will look for your property, chauffeur-drive you to see it at your convenience and take care of all the legalities, details and paperwork. You just move in.

Terms And Conditions (Non Negotiable)

- All properties are subject to availability and subject to contract
- All rents are exclusive of all utility bills unless otherwise stated
- All properties are taken as seen. If you have any reservations, you must clarify these prior to paying an initial deposit.

An initial deposit of £250.00 is required and we are unable to proceed or apply for references until the deposit has been paid. The deposit of £250.00 is non-refundable if you withdraw your application or your references prove unsatisfactory. Your deposit will be refunded should our client (the landlord) not proceed for reasons other than those above.

The charges involved in moving into a property are as follow:

- One and a half months rent as deposit
- One months rent in advance
- 35% of one months rent plus VAT (agency fee)

You will be required to provide two forms of identification, one being either a passport or driving license (photo license) and the other being proof of your current or previous address, for example a utility bill or bank statement, along with your National Insurance number (see declaration at the end of this form) prior to your moving into a property.

Simple steps

Tenancy agreement & payments of rent

Upon receipt of satisfactory references a tenancy agreement will be drawn up and an appointment arranged for you to attend our office to sign the agreement. Please note that at this time you be required to make payment by either a Bankers draft, Building Society cheque, credit card (credit card payments will be subject to a surcharge) or debit card (cash is not accepted) for the deposit, rent and agency fee. Keys WILL NOT be released until payment has been received.

Future rental payments are due on the anniversary day of each month and you will be given the bank details at the time of signing for you to submit to your bank. Rental payments must be made by bank standing order on time and in full in one single installment.

- Any late payment of rental in excess of seven days will be subject to an arrears a letter charge of £15.00 plus VAT each time written correspondence is entered into.
- Any late payment of these charges will be subject to interest at the prevailing rate and deductible from your deposit.
- Any return items such as standing orders or cheques will be subject to a charge of £25.00 plus VAT in each instance.
- Please note that should your Landlord manage the property future rental payments will be due to them direct.

References

Once terms have been agreed between the Landlord and yourselves, you will need to complete an application form enabling us to obtain suitable references. This will then be submitted to a credit and referencing agency to process. Please note that multiple tenants will need to complete individual application forms. It is your responsibility to ensure that your referees respond promptly when contacted. You will not be permitted to move in to your property until we are in receipt of satisfactory references.

Deposit

The one and a half months rent held, as deposit CANNOT be used for payment of rent either during or at the termination of the tenancy. All deposits will be held in a Government approved scheme during the tenancy and will be returned without interest. Please note that the return of the deposit is subject to deductions for any dilapidation's following your checkout. Deposit return is usually finalized within 14 to 28 days depending on level of dilapidations.





Inventory

After signing the tenancy, tenants will receive a copy of the inventory and be asked to sign a back sheet confirming meter readings so that keys may be released for move in. Or, if not managed by JHL you may be required to meet the landlord at the property to carry out the check-in. If arranged by JHL the inventory is compiled by our own in house inventory clerk who is a qualified member of APIP (Association of professional inventory providers) (member no 2000038) and you will be given a copy for checking at time of key release. Any discrepancies must be reported within 7 days of tenancy start date. This same document will be used at checkout. You will be required to sign the inventory in recognition of an accurate record of the contents and condition of the property.

Please note that the tenant will be held responsible for the difference in condition of the property and its contents at the end of the tenancy, fair wear and tear accepted. A guideline of cleaning/check-out procedures will be sent to you 2 months prior to your departure to minimize deductions from your deposit

Management during the tenancy

If Jon Hallett Limited act as Managing Agents on behalf of the Landlord, tenants should contact our Management Office for advice and queries pertaining to your tenancy contactable on 0118 9442800 or at Management@jonhallett.com. If the Landlord is managing the property you will be provided with their contact details for future correspondence.

Utilities

It is your responsibility upon taking occupation of your new home to take meter readings for utilities such as gas, electric and water. It is your further responsibility to advise the relevant utility supplies of your occupation. You should also advise your local Council for council tax purposes at this time. You will be liable for the cost of all utility bills, council tax and television license for the FULL term of your Tenancy.

Should the property be vacated prior to the end of the term (including any statutory periodic term) full liability will remain with the tenant until the term has expired or new tenants have taken occupancy.

Insurance

Tenants are responsible for insuring their own possessions during the tenancy term. The Landlord will be responsible for insuring his contents and the buildings insurance.

Inspections

All properties managed by Jon Hallett Limited are inspected on a quarterly basis, by prior appointment. A pass key will be used should you not be present. Due to the long runs of appointments carried out by our staff this appointment is approximate and if you require an exact time please call the office 48 hours in advance.

Forwarding mail

Unless otherwise instructed please direct any mail for the Landlord to Jon Hallett Limited. Tenants should arrange a redirection order for their mail upon vacating the property. The Landlord, Jon Hallett Limited or future tenants are not responsible for the forwarding of any mail for previous tenants.

Property & garden maintenance

(managed properties only)

Should there be any maintenance issues relating to the property during your occupation, you will be required to be present to allow access for the any contractors to carry out necessary repairs. Should Jon Hallett Limited be called out to the property for any reason, on your behalf, a call out charge of £25 plus VAT will be levied to the Tenant. Any keys, car park fobs and car park permits lost or misplaced by the Tenant will be charged accordingly to include a £25 plus VAT administration fee. Both charges are recoverable from deposit.

If the property you are renting has the benefit of a garden, it is the responsibility of the tenant to maintain this during the tenancy. Jon Hallett Limited reserves the right to instruct a gardener if the garden is being improperly maintained. The cost of such works will be borne by the tenant.

Renewal & termination of tenancy

The tenants will be responsible for a charge of £50 plus VAT for the renewal of any tenancy agreements. Jon Hallett Limited will contact tenants 2 months prior to the expiry date of the agreement with regard to renewal. It is imperative that tenants reply within 7 days or they will be held liable for at least 1 months notice.

Prior to the end of your tenancy an appointment will be arranged for you to meet the inventory clerk for the purpose of carrying out the inventory check-out. Tenants must be present and hand over all keys at this time. Meter readings will also be taken and it will be your responsibility to advise utility companies of readings on check-out. You should provide the clerk with your forwarding address in order that we can refund the deposit. Please note that this will take approximately 14/28 days once we have received the check-out report from the inventory clerk.

Reference requests

Should at any time in the future we have to supply a written reference, this will be dealt with once we have been paid the fee of £10 plus VAT.

Should you have any queries with regard to the above, please do not hesitate to contact the relevant office

Letting Centre (in and around town) 0118 959 5858.

Out of Town (Woodley and Surrounds) 0118 944 2800

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We've made navigation a breeze. And integrated Google maps show you exactly where a property is, and how to get to it. Clear content provides all the information you need to compare properties quickly and easily, and a larger range of photos help you get to know your property before you even see it.