

• ESTATE AGENTS •



• LETTING AGENTS •

INFORMATION FOR TENANTS

Welcome to Cobb Property Ltd.

We are an independent letting and estate agent who are landlords ourselves and work tirelessly to provide good quality accommodation in Herefordshire with a hard working team that will try to find you your new home and to ensure that it will be well presented, professionally managed and value for money.

For our landlords, it is really important that we find good quality tenants, so we will carry out stringent checks and vetting to ensure that we consistently find the best people for our properties. If you have any unusual circumstances, it is best that you discuss these with us first before you view a property so that we know how best to advise you on any application you make.

We expect all our landlords to present their properties to the highest standard and under our management, we ensure that they are kept that way. Choosing tenants that pay their rent on time and keep the property in good order is therefore essential.

We have an excellent team working with us to look after your needs. All staff are qualified or training for individual professional qualifications and will be delighted to assist you.

We are registered with the Association of Residential Letting Agents, the National Approved Letting Scheme and the National Association of Estate Agents and the Ombudsman for Estate and Letting Agents. Please rest assured that we operate to the high standards these bodies require.

We are totally customer service minded and will strive to keep you fully informed of developments in any application and to deal with queries promptly during any tenancy. We have won awards for customer service – voted for by our clients!

Thank you again for your time, if you have any further queries, please do not hesitate to contact us. We would be delighted to help in any way.

Kind Regards,

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Director
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HOW TO APPLY FOR A PROPERTY

In order to take a property off the market whilst we process your application we will need the following;

Admin Fee

The admin fee enables us to commence with collecting all of the references needed in order to confirm your application, the fees are as follows;

- FLAT / HOUSE - £199 per application not per person
- HOUSE WITH GUARANTOR - £299 per application
- ROOM IN SHARED HOUSE - £85 per person
- ROOM WITH GUARANTOR - £185 per person

Deposit

A deposit is equal to one months rent plus £150, e.g. Rent at £500 the deposit would be £650.

The deposit is held in a client account under strict regulations and the Tenancy Deposit Scheme. The deposit is given against possible non-payment of rent or damage to property. When a tenancy comes to an end, there is usually no disagreement about the return of the deposit. But sometimes there is, and this can cause much hardship and inconvenience to both landlord and tenant. This scheme offers protection of tenancy deposits and the resolution of disputes over their return. As a tenant you will be given a unique code to identify your tenancy. When you moved into the property or signed your tenancy agreement we will give you a tenancy certificate with this code on it for your reference.

Credit Check

One Credit check form per person named on the tenancy agreement.

This is to find out if you have defaulted on past payments or had any CCJ's made against you.

Identification

1. Form of photographic identification on each named applicant
2. Form of identification linking the applicant to current address ie. Utility bill or bank statement.

References

2 references per person preferably one from your employers and one from your current landlord. If you don't have these then you may be able to use a previous employer and /or a character reference from someone un-related to you. Please ask us for details.

Under 21? Poor Credit History ? Guarantor?

If you are under 21 or if you have poor credit history, some landlords may still accept an application, but it is wise to check with us first especially if you are able to pay six months rent up front or provide a guarantor. **Please note if you need a guarantor then we will need all of the above documents for them as well as for you.**

First Month's Rent

Once we have received all of the above, we will be in contact with a possible move in date. Also the first months rent is required on or before you move in date. This must be cleared funds before the day the tenancy commences eg. Cash on the day, or if you are paying by cheque/ credit / debit card it will need to be paid at least five days prior to your move in date.

Tenancy Agreement / Inventory etc.

Once we have received all of the above, we will be in contact with a possible move in date. We will prepare a six month Assured Shorthold Tenancy Agreement – this details your rights and responsibilities and those of your landlord. We will take a full inventory of the property which details the condition of the property when you move in. If when you leave the property there is any damage or items missing, deductions can be taken from your deposit.

Moving In

On your move in day if you haven't already you will need to sign your tenancy agreement, the inventory and collect your keys. Usually we will meet you at the property to do this. We will provide you with information about who to contact if there are any issues with the property (i.e. who will be managing it – us or the landlord).

Utility Bills & Insurance

Usually the tenant is responsible for all utility bills at the property unless otherwise indicated on our property details or on the tenancy agreement. The landlord will cover the buildings insurance but you must have your own contents insurance. Please ask us as we have an specialist tenant's content insurance provider who can provide you with a competitive quote.

Regular Inspections

There will be regular inspections by whoever is managing the property to ensure the property is being kept clean, tidy and the garden mown etc.

Moving Out

After three and a half months we will contact you to find out if you are happy in the property and discuss options with you. We will also check with the landlord what they would like to happen:

- You can stay at the property on a periodic tenancy – i.e. all the clauses in your current tenancy will continue to apply, either party can then give two months notice once the initial six months is over.
- You or the landlord can give the other party two full month's notice that the tenancy will not be renewed and you will then move out at the end of the original six month tenancy.
- You and the landlord can agree to sign a new tenancy agreement to start immediately that the initial one ends for any length of tenancy provided you both agree on this and the rental amount.

We will be available to discuss this at the time if you have any queries.

