

# The Tenant Process



When a tenant wishes to rent a property they will need to:

- Register their requirements with Hamptons International through the nearest branch to their chosen location, or via web portals or email.
- A Hamptons representative will offer suitable properties available, give local information on the area, amenities, transport and schooling.
- Once a property has been selected and an offer made, an Application to Rent should be completed and preliminary deposit paid. This is normally £500.00 and is non refundable should the tenant withdraw. The application to rent will also provide a full breakdown of monies required to move in, which will include the following:
  1. Tenancy Agreement and Administration Fee (£160.00 + VAT)
  2. Deposit, usually equivalent to 6 weeks rent
  3. First period's (usually a month) rent
  4. Referencing and Check In fee.
- Properties can normally be reserved for up to 4-6 weeks in advance of the move-in date.
- References will then be undertaken where you will be required to provide a Proof of Residency, Employer and landlord reference (if applicable).
- A tenancy can be drawn up for 6 months, but the most common length is 12 months it is sometimes possible to negotiate a break clause (which gives the landlord and/or the tenant the option to terminate the tenancy earlier than 12 months). Most properties are let unfurnished, but even unfurnished properties will be let including white goods, carpets and curtains.
- Tenancy Agreements and monies and to be signed and paid prior to the tenancy start date.
- The inventory check in (whereby the content and condition of the property are documented and agreed) will need to take place with you present prior to keys being released.
- Once in occupation you should report day to day repairs direct to Hamptons or to your landlord.
- Rents exclude the cost of utilities, insurance, television licence, gardeners, cleaners, etc (unless separately negotiated).