

**D R HAWKINS GROUP
PROPERTY MANAGEMENT**



**D R HAWKINS
G R O U P**

**TENANTS
INFORMATION PACK**

**D R Hawkins Group - Property Management
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website: www.DRHawkins-Group.com**

OPEN 7 DAYS A WEEK

**David R Hawkins FIFP
Paul Brooke
Geoff Oddy**

**Director/Valuer
Admin/Negotiator
Handyman**

The best in rental accommodation

TERMS & CONDITIONS FOR THE RENTAL OF SELF CONTAINED ACCOMMODATION

1. All Properties are usually let on an Assured Shorthold Tenancy for a fixed term of six months. This will be subject to 6 monthly renewals but legally automatically reverts to a monthly periodic tenancy after the term, without formal renewal until either party gives Notice. The Tenant needs to give one-month notice in writing at any time after the initial term. If the tenant wishes to leave before the initial six months has expired you are liable to pay rent for the remaining period. One months notice is also required (in month 5) if you intend to leave at the end of the six months term to allow time for the Landlord to re-let the accommodation
2. Not to keep any animals, pets or children on the property without the previous written consent of the Landlord.
3. A non-returnable Administration fee paid secures a property for a maximum period of two weeks. No other prospective tenants will be shown the accommodation and if, for whatever reason, you decide not take the accommodation; or you mis-declare information and are refused tenancy, the non-returnable Admin fee will be forfeited. If the AST (Assured Shorthold Tenancy) agreement is to be in more than one tenants name please note **ALL** tenants **MUST** be at office for signing necessary forms on move in day. If they are **not** unfortunately you cannot move in!
4. A returnable bond, which equates usually to one months rent **plus** £200.00 on unfurnished property or 1.5 of rent on furnished, is payable upon signing the Agreement, which will be held as a deposit against any damages, missing items or rent arrears. Should damages occur or cleaning required we charge an admin fee from £25.00 - £95.00 on top replacements/cleaning costs to cover our expenses. However provided references are acceptable we would be willing to accept one month rent as a bond plus four post dated cheques covering the next four months for £50.00 each. This will increase the bond to the full amount.
5. On moving in we need to be in cleared funds either by personal cheque presented 7 working days before move in or by cash, or Bankers/Building Society cheque. The rent is to be paid one month in advance by Standing Order dated four days prior the due date to allow the Banks to have funds transferred in to our account. A different payment date is sometimes possible with the agreement of the Owner.
6. Upon taking up occupation, an Inventory of all contents, will be agreed, and signed by the tenant. Any damages or missing items within the accommodation will be the sole responsibility of the tenant. Under no circumstances must "Bluetak" or similar glue be used to affix posters etc to the walls a nominal amount of small pins are allowed provided visible damage is not evident when you move out. Within any common areas, all tenants will be jointly responsible and a percentage charge will be levied accordingly. Any redecoration must be approved in writing by the landlord/Agent and work undertaken to be in a professional manner in pastel shades, unless specific colours/wallpaper approved. On departure tenants will be required to return rooms to original colours/paper if this procedure is not adhered to.
7. All tenants are required to take out "new for old" contents insurance to cover their liabilities in respect of point 6 above. Copy premium receipt and or a Policy Certificate to be produced to the Landlords Agent on the day you move in. If no such insurance is in place, we will arrange specialist economical cover through LAS/HomeLet Norwich Union/Groupama, LetSure when you attend our office. This can be paid by credit card or spread over 12 months with a direct debit, ask for details.
8. A Service charge is sometimes levied, with flats, to cover for the general upkeep of the common area's equipment such as but not restricted to lifts, door entryphone systems, common area lighting/heating, decoration and gardening could be included, if unsure please ask.
9. All common areas are to be kept in a clean and tidy condition at all times. All rubbish to be bagged in Council black bin liners and disposed of when they are full to the bin area, NO rubbish will be taken unless it's in proper black bin liners.
10. No parties, loud music, banging doors, etc. or any other form of excessive noise and or behaviour, which may be deemed a nuisance or annoyance to fellow occupants or neighbours is permitted.
11. Guests are not permitted to stay overnight or occupy or use the accommodation whilst the tenant is absent without the Landlord's prior permission, which would not usually be with held.
12. It is the duty of the tenant to inform the Landlord immediately any damage or malfunction is discovered. All repairs to damaged property are carried out as promptly as possible.

IT IS IMPORTANT YOU DO NOT ATTEMPT ANY REPAIRS YOURSELF, YOU WILL BE HELD RESPONSIBLE IF YOU CAUSE MORE DAMAGE.

13. We are available 24 hours for emergencies the telephone number to call are (01423) 565231 or Mobile (07984) 613 776
However non-emergency call outs after hours, like mislaying keys, you will be charged a call out fee of £25.00
14. Any re-presented cheque or standing order not paid will incur a standard Bank charge plus admin fee of £25.00 per incidence.
15. Any arrears of rental payment will incur interest charges of 2% per month or part month.
16. All properties are usually let on an exclusive basis, which means the tenant is responsible for all utility bills.

INTRODUCTION

This booklet is designed to help you, the prospective tenant, understand the process of renting a property from D R Hawkins Group - Property Management. We will tell you of costs and procedures required to take one of our rental properties and inform you of our terms & conditions that must be followed at all times. Should you wish to rent one of our properties, you will find the appropriate forms attached to fill in, pull these out and return to the office as soon as possible with your administration fee (as mentioned later).

'THE THREE HURDLES'

Before you can rent a property from D R Hawkins Group - Property Management you must be able to pass 'the three hurdles', however we may be able to accept you depending on your circumstances, but first of all the minimum age is 20-21 yrs. for applicants. These refer to certain conditions put in place to help the landlord obtain Rent & Legal Protection, a service we offer to them.

1. You must have been in your current employment for a minimum of 6 months.
2. You must have been in your current accommodation for a minimum of 6 months.
3. You must earn 2½ times gross (before tax) the rent per month.
i.e. Rent = £500 P.C.M x 2½ = £1250.00 (before tax)

As long as you have sufficient savings (enough to cover 6 months rent in advance) you can avoid the Rent & Legal Protection route. Should you not match one of the above criteria then you can try with a guarantor. We can provide you with the appropriate forms for the guarantor who should fill them in and bring them back to our office so that we can process them. The guarantor must also pass the 'three hurdles' but must earn 3 times the monthly rent before tax or have savings.

Once you know that you or the guarantor qualify for all of the above then you can apply for the property, however if you have any doubts please contact us and we will help where we can.

CONTENTS INSURANCE

All tenants **must** take out Contents Insurance. The reason we request this is to cover belongings or furnishings you and the Landlord have left in the property should there be any problems such as a fire, flooding, etc. D R Hawkins Group - Property Management can offer you contents insurance through either LAS – Towergate or HomeLet. We have been using LAS & HomeLet for sometime now and find them very professional, efficient and inexpensive when it comes to cover. Please find a brochure enclosed.

COSTS TO YOU

You must pay an initial non-refundable £175.00 administration cost. This covers all of the referencing we do on our landlords behalf, and contributes towards production of the AST and the inventory. The references cover your employer, your previous landlord and a private referee. It also covers a financial check to ensure that you can afford the property. These are all standard and every prospective tenant must go through them. Should you choose to change your selected property you will not be required to pay the administration cost again. Should you need to have another person placed on the A.S.T (Assured Shorthold Tenancy), because you fail to go over 'the three hurdles' this will cost an additional £65.00 per person. This is because the additional tenants will also have to go through the same referencing procedure.

More information on back page

BREAKDOWN OF INITIAL PAYMENT

Depending on the amount of rent you are due to pay will determine the first payment you will make on the property. Prior to the day of moving in you will be required to pay a bond, this is held by DPS. The bond is usually the rent value plus £200.00 however should there be, for example, an animal allowed in the property then an additional amount might be required. The additional £200.00 of the bond can be paid by four post-dated cheques of £50.00 over the next four months should you wish. If the property is furnished the bond will be 1½ times the rent. You will also be required to pay your first months rent. Rent payments usually are made on the 1st monthly by S/O and on moving in, if before the 15th a pro rata payment is made to cover rent up until the end of that month. If after the 15th a pro rata payment is made to cover up until the end of the following month. This is because of the time factor of setting up the S/O. Payments can be made through a standard cheque (which must be to us 14 days before moving in so that it can clear), cash or bankers draft. Unfortunately we currently do not accept card payments, but may be able to arrange a bank transfer. All payments of rent after this will be taken through a standard order through your bank. Should you have any queries please contact the office for assistance.

UTILITY SERVICES & TENANT PAYMENTS

All tenants are usually required to pay for the costs of the property they are renting, this includes Gas, Electric, Water, Council Tax, etc. You may also be required to pay for a telephone line/broadband should you have them in the property. Upon moving you in meter readings will be taken and sent to the appropriate companies making them aware that you are entering the property, and upon moving out the same will be done so that they are aware of you vacating.

Should you need to contact the companies yourself we have listed the contact details for them.

ADVICE FOR ALL ELECTRIC SUPPLIERS – CE ELEC	Tel: 0845 0707 172
ADVICE FOR ALL GAS SUPPLIERS – N GRID	Tel: 0800 375 675
SCOTTISH POWER – DUAL FUEL PROVIDER	Tel: 0845 272 7111
N POWER	Tel: 0845 072 3072
YORKSHIRE ELECTRICITY GROUP	Tel: 0800 668 877
BRITISH GAS	Tel: 0800 048 1644
YORKSHIRE WATER	Tel: 0845 124 2424
HARROGATE BOROUGH COUNCIL	Tel: 01423 500 600
LEEDS CITY COUNCIL	Tel: 0113 348 080
BRADFORD DISTRICT COUNCIL	Tel: 01274 431 000
CALDERDALE MET COUNCIL	Tel: 0845 245 6000
BRITISH TELECOM	Tel: 0800 800 150
NORTH YORKSHIRE POLICE	Tel: 0845 606 0247
WEST YORKSHIRE POLICE	Tel: 0845 606 0606

Note: You may be asked to quote the property telephone number and name of
Previous subscriber (please ring the office for this information)



DR HAWKINS GROUP

Telephone +44 (0) 8450 565231 e-mail: Admin@DRHawkins-Group.com

Why not visit our 360° Virtual Tours WEB sites?
www.DRHawkins-Group.com

TENANCY APPLICATION FORM

PLEASE NOTE: ADMIN FEE TO BE PAID ON WEBSITE VIA PAYPAL OR MADE BY CHEQUE PAYABLE TO D R HAWKINS GROUP

IF THE TENANCY IS TO BE IN JOINT NAMES ALL APPLICANTS MUST COMPLETE SEPARATE FORMS

Accommodation applied for	
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Applicant's FULL name	
------------------------------	--

Applicant's age & DOB		Marital status	
----------------------------------	--	-----------------------	--

Present address			
		Post Code	

Reason for leaving present address	
---	--

Current Landlord's name and address			
		Post Code	

Applicant's phone numbers	Daytime		Evening	

Applicant's occupation		NI Number	
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Employer's name, address and contact i.e. whom should we approach for a reference?			
		Post Code	

Employer's phone number	
--------------------------------	--

Employer's fax number	
------------------------------	--

Is the work permanent? Please ✓ one box	Yes		No	
---	------------	--	-----------	--

On what date did the work commence	
---	--

Applicant's income	
---------------------------	--

Applicant's National Insurance number	
--	--

Applicant's next of kin (In case of emergency)	Name		Address	
			Post Code	
	Telephone number		Relationship	

Other intended occupants	FULL name			
	Age		Occupation	
	FULL name			
	Age		Occupation	
	FULL name			
	Age		Occupation	

Do any intended occupants have either of the following Please ✓ either "Yes" or "No" for both questions	Police / criminal record	Yes		No	
	County Court Judgement(s)	Yes		No	

OTHER REFERENCES

Bank (name and address)					
				Post Code	
	Account Number				

Private referee (Name and address)				
		Post Code		Occupation

Are any smokers included on this form - please specify	
---	--

Any pets - please specify	
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Any additional information				

The rent is payable calendar monthly in advance from the commencement of the Tenancy and all outgoings at the property such as gas, electricity, water, telephone, Council Tax, service charge [if applicable] are usually the responsibility of the Tenant.

A deposit, [or bond], will be required. This money is returnable on termination of the Agreement, subject to no rent arrears and satisfactory check of the property and it's contents. Any losses or damage will be deducted from the bond prior to the balance (if any) being returned.

THE DEPOSIT IS NOT A RENTAL PAYMENT, AND SHOULD NOT AND WILL NOT BE CONSIDERED AS SUCH.

A formal Tenancy Agreement will be prepared and the cost incurred in the preparation of this document is borne by the ingoing Tenant. This is payable at the start of the Tenancy, along with the first month's rent and bond.

Your bank will probably make a charge for supplying a reference. We require you to complete a form giving your bank permission. YOU SHOULD NOTE THAT COMPLETION OF THIS APPLICATION FORM DOES NOT GUARANTEE THAT THE APPLICATION WILL BE SUCCESSFUL. THE LANDLORD WILL MAKE THE FINAL DECISION ONCE ALL THE RELEVANT INFORMATION HAS BEEN COLLECTED.

PLEASE COMPLETE ALL SECTIONS INCLUDING INCOME. YOUR APPLICATION WILL NOT BE CONSIDERED OTHERWISE.

In making this application, I, the undersigned, certify that the statements on this form, given by me, are true and complete to the best of my knowledge and belief. I have read and accept as binding D. R. Hawkins Group standard terms and conditions.

Applicant's signature		Date	
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OFFICE USE ONLY

Bank	
Employer	
Personal	

Deposit	
M/I date	
D/B no.	

Rent		
Bond		
Legal		



DR HAWKINS
GROUP

DR HAWKINS GROUP

12 PRINCES SQ

HARROGATE NORTH YORKSHIRE HG1 1LX

TEL:(08450) 565231 e-mail: Admin@DRHawkins-Group.com

Why not visit our 360° Virtual Tours WEB sites?

www.DRHawkins-Group.com

COMBINED ENQUIRY and CONSENT FORM

Private and Confidential

Enquiry to: The Manager:Bank PLC

Branch address:.....

.....

Sort Code No:

Enquiry from

D R Hawkins Group

12 Princes Square Harrogate North Yorkshire HG1 1LX UK

Tel. Nr: +44 (0) 8450 565231

Information requested on

We request your opinion as to the means and standing of

Name of customer:.....

and account number:.....

(for I.D. purposes only)

Customers address.....

.....

.....

and his/her trustworthiness in the
way of business to the extent of
£per calendar month

I/We the prospective tenant(s) enclosed the fee or agree to your fee be deducted from our account

Subject's full name:.....**CONSENT**

Subject's bank: I/We consent to you providing a
reference on me/us to

D R Hawkins Group
12 Princes Square Harrogate North Yorkshire HG1 1LX UK

Signed

Date

This form to be completed by the person who is the subject of the enquiry

ORIGINAL