

Breckon & Breckon

— est. 1947 —

Applicant Guide

Your guide to renting with Breckon & Breckon

Moving in Inventory Prop

This information is designed to guide you through the process of renting your next home through Breckon & Breckon, but if you have questions at any stage, please do not hesitate to contact the office with whom you viewed the property.

Your application

To reserve the property (subject to contract and references) you need to complete one application form per person and provide us with identification, ideally a passport or driving licence and a utility bill. Each adult over the age of 18 will be required to bring original documents into the office. No copies will be accepted.

Your administration payment will also be due. This payment is non-refundable, unless the landlord withdraws from the prospective tenancy, as it covers the administration and referencing costs that we incur.



Application fee:

Per person	£200 + VAT	Total: £240
Company	£400 + VAT	Total: £480
Guarantor (if applicable)	£100 + VAT	Total: £120

Once your application has been accepted by the landlord of your chosen property we will start the referencing process.

References

The application form requires details of your bank, employer, current landlord or letting agent and other necessary information in order for us to obtain references. Please complete these forms as accurately as you can and return them to us. To pass the referencing process, the income requirements are that as a household you must earn 2.5 x the monthly rent. Reference reports may take a few days, so please be patient!

Guarantors

If the referencing company are concerned about you meeting the income requirements, or you have no income (i.e. if you are a student) you may be asked to provide a guarantor. The person you ask to stand as a guarantor must be aware that they accept legal and financial responsibility for the full rent of the property (not just your share) should you fail to pay your rent and all other terms outlined in the tenancy agreement.

Tenancy Agreement

The majority of our tenancy agreements are Assured Shorthold Tenancies (AST) and these include the names of all tenants who will be held "jointly and severally liable". This means that if one person leaves the house, the others are still responsible for paying that person's rent; you are all legally responsible for all of the rent, not just your own share.

Once the references are returned and satisfactory, we will provide you with a tenancy agreement. Please read this agreement carefully as it is a legally binding document and then sign where indicated. If you need a Guarantor, we will also provide you with a Deed of Guarantee for them to sign at this stage.

Please ensure that this is returned to us within 48 hours of receipt. Failure to do so may delay your move.

Security Deposit Landlord Sharers Tenancy Rent Home

First Account

In addition to the tenancy agreement, you will also receive your first account detailing the rent, deposit and any fees that are due.

This invoice must be settled 7 days in advance of your move and payment must be in cleared funds in our account before your tenancy can commence.

Deposit

The deposit due is usually equal to one and a half months' rent. Occasionally, you will be required to pay two months' rent as a deposit, for example if you have pets. A small administration charge of £25 + VAT (£30) will be charged to your first account to cover the administration and registration of your deposit in accordance with the Tenancy Deposit Scheme. A certificate with a unique identification number will issued to you.

Insurance

The landlord will maintain insurance cover for the building and any contents specified within the inventory. However, any damage caused to any of these items may be charged for in any dilapidations claim at the end of your tenancy.

It is the obligation of the tenant to hold insurance that the Landlord or his Agent considers adequate to protect against accidental damage caused by the Tenant to the fixtures and fittings and effects at the Premises as described in the Check-in Inventory and Schedule of Condition.

To help, we have negotiated a competitively priced, comprehensive policy through a local insurer; if you would like a quote from them, please let us know.

Utilities

Unless otherwise stated, the rent does not include council tax, utilities, television licence or telephone/broadband. It is your responsibility to pay all appropriate charges accordingly.

You will be contacted by our utility provider, Spark, to assist with this process. However, you must ensure that you take the appropriate meter readings on the day you move in and organise payment plans accordingly. It is your responsibility to ensure that you have accurate bills throughout your tenancy and we will require copies of the final bills at the end of your tenancy

Inventory

We or your landlord will provide you with a copy of your inventory to check. This is an important document, used to protect your deposit and will be used by your landlord to form a claim for any damages caused during your tenancy. Please take some time to go through it thoroughly, sign it and return to us within 7 days of your move in.

And finally... your move in!

Please contact us to make an appointment to collect your keys.

Our Offices

Twining House
294 Banbury Road
Summertown
Oxford OX2 7ED
☎ (01865) 201111
✉ lettings@breckon.co.uk

109 London Road,
Headington OX3 9HZ
☎ (01865) 763999
✉ headington@breckon.co.uk

34 High Street,
Woodstock OX20 1TG
☎ (01993) 810100
✉ woodstock@breckon.co.uk

21 Corn Street,
Witney OX28 6DB
☎ (01865) 201111
✉ lettings@breckon.co.uk

3 High Street,
Abingdon on Thames,
OX14 5BB
☎ (01235) 554040
✉ abingdon@breckon.co.uk

Welcome to your new home!

Further Information



Property Inspections

If Breckon & Breckon manage your property we will carry out periodic inspections so we can advise the landlord on the overall condition of the property and of any maintenance issues that may need attention.

We will write to you in advance of our visits and we can use our management keys to access the property if you are unable to be present.

Renewals

We will write to you as you enter the last three months of your tenancy asking if you wish to renew your tenancy. We then ask for approval from the landlord and send the appropriate documentation to extend or terminate your tenancy. Should your tenancy be renewed, there will be a charge of £95 + VAT (£114) to cover administration costs in preparing the documentation.

If there have been significant changes in your circumstances, we may need to do a new reference. If this is necessary, it will be charged at £100 + VAT (£120) per tenant, in addition to the standard renewal fee.

A small administration charge of £25 + VAT (£30) will be charged to cover the re-registration of your deposit in accordance with the Tenancy Deposit Scheme.

Early Termination

You should contact your local office in writing, as soon as possible. Should you wish to request to terminate your agreement early, you should contact your local office in writing, as soon as possible.

Your landlord is under no obligation to grant this, however should they grant permission to do so, an Early Termination Fee will be due equivalent to one month's rent + VAT, payable in full before marketing commences. You will be responsible for all costs and obligations within the agreement including rent until such time as new tenant takes occupation.

All parties living at the property will be required to sign a Deed of Surrender and vacate the property. Further information will be provided upon request.

Tenant Swap

A tenant swap may be arranged, with the landlord's permission, which they are under no obligation to provide.

Tenants wishing to vacate should contact their local office to make arrangements, and will need the agreement in writing of all parties living at the property, before we approach a landlord.

If agreed, the vacating tenants will be liable for a tenant swap fee of £250 + VAT (£300) and new tenants will need to pay the standard administration fee of £200 + VAT (£240) per person, as shown overleaf. The cost of an interim inventory, which will depend on the size of the house, will also be payable. Further information will be provided upon request.

Inventory and Check-out

The landlord will provide, or pay for the cost of preparing an Inventory and Schedule of Condition at the commencement of your tenancy. We, or your landlord will organise a check-out with an independent inventory clerk at the end of your tenancy and you will be responsible for the cost of this.

The clerk will use the Inventory and Schedule of Condition which was given to you at the beginning of your tenancy.

The cost for a check-out is from £60 + VAT (£72), depending on the size of the property.

It is vital that the property is returned in the same condition as noted in the inventory, although the inventory clerk will allow for fair wear and tear. We have a list of trusted contractors for jobs such as cleaning, gardening, redecorating and minor repairs, so if you would like help, please let us know.

Deposit Return

If the property is returned as noted in the inventory (and allowing for fair wear and tear) your deposit will be returned to you within 10 days of the check-out.

If the check-out report raises any issues, then you will be notified of the landlord's intention to submit a claim and once we have the necessary invoices from contractors, the amount in dispute. Once both parties have agreed to any deductions, the balance of the deposit will be returned to you.

As we hold all tenant deposits in a government recognised scheme, they can provide the means to free adjudication in the event of a dispute between parties. Further information will be supplied with your tenancy agreement.

Immigration (Hotel Records) Order 1972

We are under a legal obligation to ascertain the full name and nationality of all Tenants moving into any of our properties.

If the Tenant is not a British Citizen we must establish their identity using an original (no copies will be accepted) passport or other acceptable form of photographic identification. We will also require sight of an original visa or any right to remain documentation. This evidence must show that a non-British Citizen has the right to be in the United Kingdom for the full term of the tenancy.

Personal Information

Please note that any personal information provided by the Tenant to the Landlord or Landlord's Agent may be supplied to the Tenancy Deposit Scheme (TDS), Spark Energy (our preferred utility provider) or any other third party utility company who have supplied the property during your tenancy, upon request.

We hope to have answered most of your questions, but if you need further information, please feel free to ask!

