

Dandara Jersey Lettings

If you would like to make an

OFFER TO RENT

The Property you have viewed, please complete the enclosed forms:

Property Details

Reference: _____

Address: _____

Deposit Payable: _____

Administration Fee: £10 + GST

Monthly Rent: _____

Length of Tenancy: _____

Tenancy start date _____

Applicant's Name: _____

Telephone: _____

Email: _____

Bank Sort Code: _____

Bank Acc. No: _____

Bank Acc. Name: _____

Your Application

Firstly, you will need to complete the Personal Application form. Please note that EACH tenant needs to complete one of these forms – further copies are available on request.

Please ensure that all sections are completed in full to avoid delays in processing your application – it can sometimes be helpful to inform your referees that they will be contacted and asked to provide a written reference.

Your references will be taken up by our credit referencing agency. Once your references are complete we shall contact you to arrange the signing of your tenancy agreement, and payment of your deposit and first month's rent.

- One reference must be from the current employer. The letter must be on company headed paper.
- The second reference can be from a doctor, previous landlord, or someone with a professional background. The letter must show their name, address, telephone number and relationship to the proposed tenant.
- We also require the name, address and contact number of the previous landlord. We will contact the previous landlord for a verbal reference.
- The tenant must be able to pay the monthly rent by standing order. The Landlord will not accept the monthly rent paid by cheque or cash.
- All the above must be received by Dandara Jersey Lettings prior to occupation of the apartment.
- Credit check carried out with Chancellor's Debt Recovery Limited.
- Deposit is non-refundable, should you decide to withdraw prior to move in.
- An in-date copy of your Jersey Registration Card (This is a must before move-in).

Deposit

A security deposit, usually equivalent to one month's rent is payable on all tenancies. Please note that this must be paid to us, in cleared funds, before your tenancy can commence. **Please note, should you withdraw prior to move in, the deposit will be non-refundable.**

The deposit will be held in the deposit protection scheme 'mydeposits Jersey', throughout the Term of the lease. It is held in conjunction with the Inventory and Schedule of Condition as compiled prior to the start of your tenancy. At the end of your tenancy, the deposit release will be governed by the terms of the deposit scheme, subject to the Property being left as described in the Inventory and Schedule of Condition.

'mydeposits Jersey' charge the Tenant an administration fee of £20 + GST for this service. This will be deducted from your deposit prior to its release.

Rent

Rent is payable monthly in advance by standing order, and is due on the same day of each month from the day your tenancy commenced (e.g. if your tenancy commenced on the 5th January, you would become due on the 5th of each and every month).

Termination Fee

All leases are fixed term, however, should there be exceptional circumstances whereby you require early termination of the lease, this will be discussed with the Landlord for approval. You will be liable for rent up until a new tenant occupies the property. There will also be an administration charge of £300 + GST.

Insurance

As with your own home, it is your responsibility to insure your own contents. We would also strongly recommend insuring yourself against accidental damage to your Landlord's Property, fixtures and fittings e.g. carpets, in order to protect your security deposit in the event of an accident.

Utility Bills

It is your responsibility, as the Tenant, to inform all utility companies of your start date at the Property and arrange for a takeover of the service.

Parish Occupier Rates

All Tenants are responsible for the payment of parish occupier rates during the Term of the lease.

Invoices will be issued at the end of the Term, when payment will be expected in full, direct to the Landlord.

Pets

You may not keep pets at the Property at any time.

Smoking

Smoking is not permitted in the Property unless specifically stated in the contract by the Landlord. You will be expected to redecorate the Property, at your expense, as a result of any smoke damage.

Children

Before making a tenancy application you should ensure that the Landlord will accept children in the Property and make sure the Property is suitable for small children.

Landlord Correspondence

Any mail/correspondence addressed to your Landlord should be forwarded to this office without fail, where Dandara Jersey Lettings will forward on your behalf.

Failure to do so may result in the Landlord issuing any applicable charges/penalties for not acting upon correspondence addressed to him.

Tenancy Agreements

You will be issued with a copy of the lease prior to move in. Should you require any duplicate copies throughout the tenancy, an administration fee of £45 + GST will be charged.

Jersey Electricity

We instruct you at the start of the tenancy to notify Jersey Electricity and instruct a meter reading to be taken on the day of move in. The supply should then be in your name throughout the term of the lease. Failure to do so prior to move in will incur an administration charge of £45 + GST.

Vacation of Apartment

A full general professional clean of the apartment must be arranged prior to the final inspection. This must include a steam/dry clean of all curtains and blinds, as well as a professional clean to all appliances.

As stated earlier, should there be any smoke damage, you will be expected to arrange a redecoration of all walls and woodwork prior to the final inspection, at your expense.

Useful Contact Numbers

| | |
|------------------------|--------------|
| Jersey Electricity | 01534 505460 |
| All Maintenance Issues | 01534 506234 |