

Tenant Information Sheet

(Please note that there is a separate information sheet for shared occupancy).

This information sheet has been compiled to help inform applicant(s)/potential tenant(s) of what needs to be done when applying for a property, and what needs to be carried out before the commencement of a tenancy with Cambridge Property Lettings (CPL).

1. Having decided on a property you want to rent you will each need to fill in an online application form and pay £120.00 per application by cheque or online transfer (if a guarantor is needed then the guarantor will also need to complete in a form and pay £30) at which time the property will be removed from the market. The referencing period is generally 4-7days. **Please note that in the event of your application not passing the reference and credit checks the fee is NOT refundable.**
2. Upon completion of the reference credit checks we will contact you to arrange a move in date. We will also require you to pay the deposit (equivalent of 1.5 months' rent) and pay the pro rata rent due for the month (CPL will advise of the amount due and the account details to make payment to). You will not be able to move in until the necessary funds are cleared in our bank account. If you pay the deposit and rent due in cash there is a cash handling fee of £1.00 per £100.00 received.
3. Your deposit will be registered with the Tenancy Deposit Scheme. It will be kept in CPL's client account. Full details will be supplied to you when you sign the Tenancy Agreement.
4. When you come to the office to sign the Tenancy Agreement you will also need to bring a colour copy of photo identification such as a passport or driving licence for us to hold on file.
5. All rents are due on the 1st day of each month, so you will need to instruct your bank to set up a standing order and pay rent to our client account. Details of our account are in the Tenancy Agreement. Please note that electronic transfers can take up to three to five working days to clear in our account so you may need to ask your bank to send the money a number of days before the end of each month to ensure that it gets to us in time and to avoid late payment charges. Payments received by CPL after 1st of the month will result in a charge of £20 for first late payment, £30 for second late payment and £40 for late payments thereafter.
6. **Insurance:** the landlord will insure the building and his contents. You may wish to take out insurance for any damage you do to the landlord's contents and for your contents. Please ask us if you want details of Maras Insurance.