

**CAROLINE CLARK & ASSOCIATES LIMITED  
INFORMATION FOR TENANTS**

1. **Rent** – the rent is payable in advance, the first instalment to be paid on the signing of the tenancy agreement and thereafter by standing order to CCA Ltd or the Landlord.
  2. **Security Deposit** – a minimum of one and a half month’s rental (two month’s if the Tenant has a pet) to be held by CCA Ltd or the Landlord against any breach of the tenancy agreement. CCA Ltd is a member of The Dispute Service.
  3. **Administration Charge** - £88.13 per person (including VAT) for taking up of references and preparation of the tenancy agreement. Please note that this charge is non-refundable in the event of unsatisfactory references or if you withdraw your application for the property.
  4. **Inventory Check Charge** - to be paid at the beginning and end of the tenancy, for the checking of the inventory and schedule of condition by an independent inventory clerk. The cost of the check will vary depending on the size of the property and whether it is furnished or unfurnished.
  5. **Initial Monies** - to be paid in cleared funds (bankers draft, building society cheque or bank transfer). Please note that for insurance purposes we are unable to accept cash.
  6. **Utilities** – the Tenant is liable to pay for the gas, electricity, water and telephone. CCA Ltd will advise the relevant utility companies of the date of your occupation. The Tenant is also responsible for payment of the Council Tax for the duration of the tenancy.
  7. **Insurance** – the Landlord is responsible for the insurance of the building and his or her contents. The Tenant is responsible for the insurance of their own contents. CCA Ltd can provide a competitive quote upon request.
  8. **Property Visits** – if CCA Ltd manages the property on behalf of the Landlord we are required to carry out quarterly visits to the property to ensure that it is being well maintained. We will advise you in advance in writing of the date of our visit.
  9. **Renewal of the Tenancy** – the charge for the preparation of a new tenancy agreement will be £58.75 (including VAT) per tenancy.
  10. **Early Termination** – if you wish to vacate the property prior to the end of the tenancy you will remain responsible, as per the terms of the tenancy agreement, until such time as a new Tenant is found. You will also be responsible for meeting the Landlord’s costs for setting up the new tenancy.
  11. **Money Laundering Regulations** - To comply with the Money Laundering Regulations 2003 you must provide CCA Ltd with evidence of your identity. We will ask to see any or all of the following documents; passport, driving licence, birth certificate, a recent utility bill. CCA Ltd will keep copies of these documents on file.
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I have read and understood the above terms and agree to abide by them

Signed by the applicant(s).....

Print full name(s).....

Date.....