

Terms and Conditions

Please read these terms and conditions and make sure you understand everything fully.

If you have any questions, please call the number above.

Communal areas

No belongings are to be left in the communal areas at any time. Any Tenant found to be obstructing the fire escape(s), communal area(s), doors or any stairs will be given a written warning. If the offence reoccurs in any form, the Tenant will be fined £50.00 on each occasion and it may result in the termination of the tenancy.

Damp and Condensation

It is the Tenant's responsibility to avoid the build-up of condensation in the property. The Tenant must make sure that the property is well ventilated, especially when the bathroom and kitchen areas are in use. For more information, please read the 'Guide to Understanding Damp and Mould', which can be found in the lettings area of www.themplgroup.co.uk. Any signs of damp and condensation that are thought to be outside the control of the Tenant should be reported to the Landlord immediately.

Debt Collection

In the event of non-payment of rent or charges, the fees from the company's collection agency or The MPL Group (up to 17.5%) will be added to the outstanding debt.

Decoration

Tenants are permitted to paint the walls a different colour if the new colour has been agreed with the Landlord in writing before works start. On ending the tenancy, the property must be returned to its original colour scheme. Picture hooks and screws can be fixed to the walls, but, on ending the tenancy, any holes must be sanded and filled, and the whole wall painted. Spot painting will not be allowed. All work must be carried out to a professional standard.

Belongings

Any property or belongings of the Tenant or members of the Tenant's household left behind in the premises will be considered abandoned if, after the end of the tenancy and after the expiry of 14 days' written notice sent to the last known address, the Tenant has not removed them. After this time, the Landlord or Landlord's agent can dispose of such property. In such circumstances, the Tenant shall be liable to pay the Landlord or Landlord's agent reasonable costs incurred in removing, storing or disposing of such property. If the Tenant does not pay these damages and expenses, the Landlord or Landlord's agent will be entitled to deduct such damages and expenses from the deposit or from the proceeds of the sale of any property and belongings left by the Tenant.

Holding Fee

This is equivalent to the first month's rent. At the time of payment, this fee will be used to hold the property while references are checked. In the event that your references fail or you withdraw your application, part or all of your holding fee will be used to cover our administrative costs and to compensate the Landlord. Compensation to the Landlord will be based on the daily rent for the period that the property has been held exclusively for you.

Insurance

It is the Tenant's responsibility to insure their own contents kept at the property. The Landlord's building insurance does not cover the Tenant's property.

Inventories

A full, detailed inventory for the property will be compiled along with supporting photographs. It is checked at the start and the end of the tenancy. Any dilapidations other than general 'wear and tear' will result in deductions from the deposit.

Legal Fees

The Tenant will be liable for any court or solicitor's fees that the Landlord is subject to in any matters relating to the property (such as eviction notices, court fees etc.).

Monies

Any monies that are owed must be paid in cleared funds.

Notice

One month's written notice is to be given when you wish to vacate the property. The notice can be made via post or email. Please contact the office for the most up-to-date contact details. Once notice has been served, the Landlord reserves the right to arrange viewings at a convenient time with the Tenant. It is company policy to serve any Tenant in two months' arrears with a Section 8 of the Housing Act 1988. This, in essence, means that we will seek repossession of the property.

Rent Reviews

Residential rents will be reviewed no sooner than the anniversary of every third year, with negotiations starting six months before this time.

Rent

Rent is payable one month in advance by standing order. We aim for all of our tenancies to start on the first of the month. Therefore, a sundry payment may be required to cover the rent for a specific period so that the rent becomes due on the first of the month. Please use the following details when making a rent or sundry payment:

Bank name: Svenska Handelsbanken

Account name: The MPL Group

Account number: 34597315

Sort code: 40-51-62

Please note, cheques are not accepted.

Repairs

Any repairs or maintenance works should be reported immediately using the Fixflo reporting button found on the homepage of www.themplgroup.co.uk. For a direct link to report a repair, please go to <https://the-mpl-group.fixflo.com>. Fines may be charged if any minor repair turns into a major problem because it was not reported quickly.

Satellite Dishes and TV Aerials

The location for any satellite or TV aerial must be approved by the Landlord in writing before installation. Tenants may be charged for satellite or aerial removal at the end of the tenancy.

Smoke and Fire Alarms

The Tenant agrees to test any smoke alarm in their premises once a month; any faults must be reported to the Landlord immediately. Tenants must also report any fault lights or audible faults on the fire alarm where applicable. All detectors installed in the premises are to remain unobstructed at all times. In the event the fire alarm sounds, tenants should make their way to the fire exit and call the emergency contact number next to the fire alarm panel. Tenants should not re-enter the property until they have been advised to do so by the fire marshal. If you can smell smoke or see fire, vacate the premises immediately and call 999.

Smoking

Smoking is forbidden in all communal areas of the property. It is highly recommended that tenants do not smoke inside the premises, as the smoke detectors are very sensitive. If an alarm is set off, it will sound the alarms for the entire building. If a Tenant or guest is smoking in the premises it is forbidden for them to cover any of the smoke detectors.

Heating

No clothing is to be hung on electric radiators due to the potential fire risk.

Window Sills

Nothing is to be kept/placed on external windowsills (unless at ground-floor level).

Washing Machines

We suggest that washing machines are only used when a person is present, in case of machine failure.

I have read and understood the terms and conditions and will follow them accordingly:

Print: _____ Sign: _____ Date: _____

Print: _____ Sign: _____ Date: _____

Please sign and return this form to will@themplgroup.co.uk along with copies of ID for all proposed tenants and guarantors, if applicable.

Information for Prospective Tenants

At The MPL Group, we believe we should be completely transparent about what is involved in the process of renting a property. It is only then that you can make a fully informed decision. We believe that there should be no hidden charges or unexpected surprises before, during or after your tenancy. It is for this reason that we have designed this information sheet

Renting with The MPL Group

If you decide to take a property through The MPL Group, it can be secured by paying your holding fee. This needs to be paid in cleared funds via bank transfer. During the referencing process, we will have to ask you for some personal and financial information, including previous residential addresses and your current financial status. You will also need to fill in a New Tenant Application Form, which will be emailed to you for your convenience. Once this has been filled in and signed, please return it to your person of contact.

References usually take three to five working days, depending on your referees' response times. We will need to gather information from your current and potentially previous employers, as well as your current and previous rental history. When we have confirmation that you have passed the reference check, we will then be in a position to confirm a proposed move-in date. This will, however, be dependent on vacant possession being obtained (where relevant) and any works that may be required at the property being completed. Once the date has been confirmed, the tenancy agreement will be drawn up and a date arranged for you to sign it. In some cases, a guarantor will be required to secure the property. If you find that your tenancy is dependent on a guarantor, they will have to complete a Contractual Guarantee Form at least seven days before you move in.

Credit Referencing

Part of the referencing stage may require us to carry out a credit check on your persons. Signing the bottom of this page confirms you are happy for us to do this.

Moving-In Day

The keys to the premises will be released on the first day of your tenancy. A member of staff will meet you at the property and go over the inventory with you. They will also provide you with copies of the tenancy agreement, the Energy Performance Certificate (EPC), the CP12 gas safety certificate (where applicable), the UK government's 'How to Rent' guide, and information regarding your deposit.

Deposit

Your deposit will be logged with the Deposit Protection Service (DPS). Once registered, you will receive a deposit ID number and a repayment ID number. Keep these safe as these will be required at the end of your tenancy in order to release the deposit. Once you have given notice to vacate the premises we will arrange a date to inspect the property. We will then decide whether there are any deductions to be made; once this has been agreed, your repayment ID number and our repayment ID number are sent to the DPS and the deposit is released within three to five working days.

Where there are joint tenants, the lead tenant will represent the interests of any joint tenants and will act on their behalf in connection with the deposit and any forms relating to this deposit. For The DPS custodial scheme this will include the Joint Deposit Repayment process, the Single Claim process and the Alternative Dispute Resolution process. For the DPS Insured scheme this will mean reclaiming the deposit from the letting agent/landlord and initiating/dealing with any dispute that may arise, which is resolved by the Alternative Dispute Resolution process. The lead tenant must be nominated by all of the joint tenants. If the deposit has been paid by a company, and the company will be responsible for the deposit, please enter the contact name of the person dealing with the deposit from the company as the lead tenant.

Pets

If we decide to accept a domestic pet you will be asked to pay a security deposit of 175% of the rent, rounded up to the nearest £50. The increased deposit will be used to professionally fumigate and clean the carpets at the end of your tenure, although only in the event that you are unable to demonstrate that you have had these works carried out yourself by providing a receipt from a professional contractor.

Utility Services

We will inform the local council of your occupancy. It is your responsibility to inform the other services.

Tenant's Fees

Pre-tenancy fees

Admin Fee (per tenant over 18):	£125.00	Deposit (payable at start of tenancy):	150% of rent rounded up
Holding Fee (this becomes first month's rent):	Equivalent to one months rent	Deposit with pets:	175% of rent rounded up

During tenancy fees

Replacement of lost key:	£15.00	Letter chasing late rent:	£15.00
Fire alarm call-out charge (tenant fault):	£60.00	Call-out charge between 4pm and 7.30am (tenant fault):	£60.00
Blocking communal area or fire escape with belongings	£50.00		

Request to rent:

Property:..... For a rent of £..... per month and a term of months,
 Plus a deposit of £..... and an administration fee of £125.00 per tenant over 18 years old.

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Print: _____ Sign: _____ Date: _____

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