



15 Chantry Court Bus. Pk.
Marshall Road
Plympton
Plymouth PL7 1YB

Tel: (01752) 342727
Fax: (01752) 343121

Email: info@optionspm.co.uk
Web: www.Optionspm.co.uk

Tenant Terms and Conditions – For Prospective Tenants

Normal Office Opening Hours: Mon – Fri 9am to 5pm.

1. All tenancies are for a minimum of 6 months and form an assured shorthold tenancy;
2. The Rent quoted is exclusive of all Services and Council Tax unless specifically stated;
3. Our tenant referencing is done through Letsure Limited at 3rd Floor, Granite House, 31 Stockwell Street, Glasgow, G1 4RZ. Tel.: 0844 561 7808
4. Agency fees are chargeable at £95.00 (inclusive of VAT) for a single person plus a fee of £55.00 (inclusive of VAT) for each additional person for the same property is required. This money covers referencing and the general administration resulting from the application and is not refundable;
5. Should financial or employers referencing be unavailable, you are in receipt of DSS or the referencing comes back to us as requiring a guarantor then we will request a suitable candidate from you. Furthermore the guarantor is responsible to Options Property Management for the monthly rental payments and an additional £55.00 (inclusive of VAT) would be requested to cover the additional referencing and administration;
6. A Deposit equal to the monthly rental plus £100 is payable to Options Property Management unless otherwise stated prior to occupation (if pets are allowed by the landlord we may ask for an additional amount by way of a pet deposit). The deposit is not deemed as rent under any circumstances. As part of the Housing Act 2004 since 6 April 2007 all deposits have to be protected by a Government approved third party we use the scheme known as 'The Deposit Protection Scheme';
7. Rents are payable on a per calendar month basis, usually by bankers standing order; we reserve the right to charge an additional administration fee of £2.50 per month for other methods of payments that costs us to administer (e.g. payments by cheque and cash is an additional expense to us as tenants paying over the counter into our bank account as we incur bank charges when you do this).
8. The first months rent must always be paid in cleared funds on, or before the tenancy start date, if you are not taking up tenancy for two weeks or more from the date you decide you wish to rent the property we will usually ask for the first months rent payment in advance to 'hold' the property for you. Should you not take up tenancy for whatever reason during this period all or a portion of this payment would be forfeited to the landlord to compensate him for you not taking up tenancy as planned and not having his property marketed during this period;
9. We notify all services and the local authority with your details and the relevant meter readings;
10. Pets are unacceptable unless they are specifically agreed with your prospective landlord prior to taking up tenancy, we would always advise to check with us before viewing a property to avoid disappointment should a prospective landlord not accept your pet.;
11. These terms are only acceptable upon our procurement of the said suitable referencing and satisfactory proof of identity (passport or photo driving licence) and proof of residency at your most recently stated address (i.e. Credit card statement, bank statement, mobile phone statement, revolving credit or a utility bill);

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12. Cheques or Bankers Drafts should be made payable to Options Property Management Clients Account, we can provide our bank details should you wish to transfer funds electronically..
13. We operate an EMERGENCY ONLY out of hours number for all tenants. This number applies to emergencies out of the normal office hours stated above. This number should only be used if you have an issue that needs to be resolved before normal office hours recommences. Do not hesitate in calling the public emergency services '999' for Fire etc, if you suspect a gas leak immediately air the property and try to turn the gas supply off then contact us, if you still smell gas alert The National Gas Emergency Service on 0800 111 999 immediately. If you have a problem with your electricity supply, power cut etc. call Western Power Distribution on 0800 365 900
14. Under the terms of your proposed tenancy agreement, you will be legally responsible for any damage you cause to your landlord's property and possessions. It is a condition of your lease that you have at least £2500 insurance cover in place prior to moving in, to cover accidental damage to your landlord's property and possessions.

You will be required to provide proof that you have this insurance cover before moving in. You can arrange a quote from a company called *Letsure, call 0844 561 0880 and quote 3976 our agency number. Letsure may also call to offer you a quote.

Please note you are free to purchase cover from a supplier of your choice.

I/We have read and understand the above terms and conditions, which are a condition of my application to rent thorough Options Property Management Limited.

I/we are signing to accept rental of the following property:

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At an agreed rental of: £..... and Deposit of: £.....

PRINTED NAME: SIGNED: DATED:

PRINTED NAME: SIGNED: DATED:

“Your 1st Choice For Lettings”

**Options Property Management Limited - T/A Options Property Management – Registered in England No. 6454381
Registered Office 15 Chantry Court Business Park, Marshall Road, Plympton, Plymouth PL7 1YB
VAT Registration No. 860 7754 02**



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