



3Keys Property  
6 Town End  
Doncaster  
South Yorkshire  
DN5 9AG

Company reg. no: 06841492  
Branch no / name: Doncaster branch  
Phone: 01302 867888  
Email: enquiries@3keysproperty.co.uk  
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**TENANTS TERMS OF BUSINESS**

**BEFORE**

- You (and your guarantor) will need to successfully pass our referencing procedure which includes a credit check alongside employer, bank, character and current/pervious landlord references.

**DURING**

- You will be expected to adhere to all of the terms of your tenancy contract, including but not limited to paying rent in full, on time and in the manner specified. For this purpose a standing order will be set up 3 days prior to your rent due date. We are unable to change your rent due date once the tenancy has begun.
- We will conduct quarterly inspection visits (at managed properties) to ensure the terms of your contract are being adhered to including, keeping the property in a clean and tidy condition, garden maintenance etc.

**AFTER**

- Return possession of the Property at the end of the tenancy in the same good clean state and condition as it was in the beginning of the tenancy and make good, pay for the repair of, or replace all such items of the fixtures, fittings, furniture and effects as shall be broken, lost damaged or destroyed during the tenancy. If a dispute arises at the end of the tenancy between landlord and tenant regarding allocation of the bond 3Keys will charge a rate of £25.00 per hour of dealing with the dispute which shall be deducted from the bond.

PLEASE ENSURE YOU READ YOUR TENANCY AGREEMENT IN FULL, IN ORDER THAT YOU AWARE OF ALL OF THE TERMS & CONDITIONS OF YOUR CONTRACT. THE POINTS OUTLINED ABOVE ARE BY NO MEANS EXHAUSTIVE.

**FINANCES**

Monies due prior to Referencing

- £100 + VAT referencing and administration fee per Tenant Applicant
- £50 + VAT referencing and administration fee per Guarantor

TOTAL

Subject to satisfactory replies to our references the referencing and administration fee paid will hold the property for a period of 2 weeks (from the date the fee was paid).

The remaining balance (first months' rent and bond) are due in cleared funds at or prior to the check in. If you are not ready to move in at the 2 weeks stage, you can pay either your first months' rent or bond to hold the property for a further 2 weeks. Properties will not be held longer than 4 weeks unless this is agreed with the landlord in advance of you paying your initial referencing and administration fee.

Monies due at or prior to the check in (must be cleared funds)

- First months' rent
- Security deposit (or bond) usually equivalent to one months' rent

TOTAL

Please be aware we will not release keys of any property until we have the Tenancy Agreement signed by all parties (each of the tenants listed on the agreement AND the guarantor).

Additional fees payable by Tenant(s) where applicable:

- £25.00 contract renewal (renewing for a further term at the same property)
- £15.00 for any 'bounced' or returned cheques
- £25.00 late rental payment
- £5.00 refund of rent (standing order or cheque received in error)
- £10.00 replacement of lost keys (per key)
- £10.00 for additional or replacement copies of tenancy related documents including Tenancy Agreement & Inventory (you will be provided with a copy of these free of charge shortly after you move in. Please ensure you keep them safe).
- Early termination – you will be liable for the Landlords' re-let fee of £225.00 and any remaining rent due during the fixed term until we find a suitable replacement tenant.

**ALL FEES ARE PLUS VAT**

**A note for housing benefit tenants:**

Please be aware your rent must be paid in full on the date it is due as per your tenancy agreement each month. You will more than likely receive any benefits due to you from the local authority 4 weeks in arrears, these dates will not match with your 'rent due' date to us. It is your responsibility to manage your money effectively and ensure your rent is paid on in full and time.

The tenant(s) is/are strongly advised to raise any queries with the 3Keys before signing this Terms of Business.

**CONSENT**

- I/We agree to the Terms of Business herein and understand that this forms a contract between myself/ourselves as prospective tenants and 3Keys Property.
- I/We understand that the referencing & administration fee payable for ourselves and our guarantor is non-refundable under any circumstances.
- I/We have read the End of Tenancy guidance attached and I am/we are aware that once the final checkout has taken place, I/we will not have access to the property, and therefore any remedial work will be carried out by contractors at my/our expense and the relevant deductions will be made from my/our security deposit (bond).
- I/We understand that should a dispute arise at the end of the tenancy regarding allocation of the bond, 3Keys will charge £25 +VAT per hour for dealing with the dispute; this fee is deductible from the security deposit (bond).
- I/We understand any prospective tenancy is subject to contract.

If all applicants are not available to sign, this document must be signed by at least one applicant on behalf of all applicants.

NAME:	<input type="text"/>	SIGNED:	<input type="text"/>	DATE:	<input type="text"/>
NAME:	<input type="text"/>	SIGNED:	<input type="text"/>	DATE:	<input type="text"/>
NAME:	<input type="text"/>	SIGNED:	<input type="text"/>	DATE:	<input type="text"/>
NAME:	<input type="text"/>	SIGNED:	<input type="text"/>	DATE:	<input type="text"/>