



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
Web: www.3keysproperty.co.uk

TENANTS TERMS OF BUSINESS

BEFORE

- You (and your guarantor, if applicable) will need to successfully pass our referencing procedure which will include a Right to Rent check and may include a Credit Check, Employer, Character and current/previous Landlord references.

DURING

- You will be expected to adhere to all of the terms of your Tenancy Agreement, including but not limited to paying rent in full and on time by standing order. Your rent due date is determined by the start date of your Tenancy Agreement (monthly thereafter); we are unable to change your rent due date under any circumstances.
- We will conduct 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

- You are to 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 in event of being broken, lost, damaged or destroyed during the tenancy.

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

FINANCES

Monies due before the check in

A holding deposit of £ _____ has been paid on _____ to secure

_____.

The holding deposit holds the above named property for a maximum of _____ days (unless another date is agreed in writing by both parties), which means the latest available tenancy start date will be on or before _____.

The proposed start date for this tenancy is: _____

Please be advised the holding deposit is non-refundable on the following grounds:

- You withdraw your application *for any reason*
- You fail the Right to Rent check
- You provide a false or misleading statement
- The tenancy start date (above) passes and the tenancy has not commenced because you have not provided your documents in a timely manner

Trusting you successfully pass our referencing checks and meet the required tenancy start date, the holding deposit will be deducted from the total balance due at your check in:

First Month's Rent	£ _____
Security Deposit	£ _____
Minus Holding Deposit of	£ _____
Total Balance due on or before the check in	£ _____

Please be aware we will not release keys to any property until we have the Tenancy Agreement signed by all parties. Keys will not be released prior to the tenancy start date under any circumstance.

Additional fees payable by Tenant(s) where applicable:

Should you wish to terminate your fixed term Tenancy Agreement early, you will be liable for all rent up to and including the end of the fixed term

OR

The landlords set up fee of £150.00 + VAT, plus rent up to and including the date a new tenant takes occupancy.

The above is subject to the landlord's approval to re-market.

A note for housing benefit tenants:

Please be aware your rent must be paid in full on the date it is due each month as per your Tenancy Agreement. 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 in full and on time.

The tenant(s) is/are strongly advised to raise any queries with 3Keys Property prior to signing the 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 tenant(s) and 3Keys Property.
- I/We understand that the holding deposit is non-refundable under the conditions outlined herein.
- 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 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"/>