

# Home Lets Direct



## **REGISTER WITH US**

Registering your interest with us is your first step on finding a new place to live. We will keep you up to date with new properties as they arise. Simply e-mail us through the contact us page with your requirements. Remember to include as many details as you can, including your contact details, location and approximate price.

## **SELECT YOUR PROPERTY**

As a premier provider of rental property in Liverpool, we specialize in the full spectrum of accommodation types, ranging from Executive Apartments in the City Centre to Shared Accommodation for Students and Young Professionals. Please make your exact requirements clear when you contact. Please complete the 'tenancy application form' which can be downloaded from our website and return to us as soon as possible. Your application may take up to 2 weeks, as references and credit checks are applied for.

## **HOW LONG CAN I STAY?**

Our UK tenancy agreements run for 6 or 12 month periods. These may be renewed should you wish to continue your tenancy. You need to apply in writing at least 2 months before the end of your tenancy should you wish to renew it for a further period.

We may accept stays of shorter duration. However, payment is usually required in advance for short stays. Generally, International tenants are required to pay up front, but this may vary depending on individual circumstances.

## **HOW MUCH IS THE DEPOSIT?**

Your deposit is equal to one months rent in advance. Before your tenancy begins we need to receive your deposit in cleared funds by any of the methods of payment mentioned below. Payments can be made simply by clicking a link on our e-mail request for payment, and following the instructions. This is often the method of choice for international payments. All payments are made through a secure server. A receipt is immediately emailed to you for all direct payments. Please note that deposits are held against the cost of any cleaning, repairs or replacements that are necessary at the end of the tenancy to restore the property to the condition it was in at the beginning of the tenancy. The dilapidation deposit is never to be used as the last month's rent and any attempt to do so will incur a late rent penalty. Once calculated the balance of the deposit will be forwarded to the address provided by the vacating tenant. Your deposit will be posted to you normally within 6 weeks after your tenancy. It may be returned much sooner if you can provide confirmation that all utility providers' bills have been settled.



## **HOW DO I PAY THE RENT?**

**We accept all major forms of payment.** This includes credit and debit cards, bank transfers, cheques, PAY PAL and many more. The preferred method of collection is by standing order from your bank. A standing order mandate form will be provided when you move in. It must be withdrawn from your bank at least 3 days before the payment collection date in order for the funds to clear. **We require payment before 15<sup>th</sup> of each month.** If payment is not received by this date you will receive an e-mail detailing the late payment where you can pay on-line through our secure server. Any late payments will incur a late payment penalty of £30. By paying by standing order, this ensures you will not miss a payment. Please let us know if your personal circumstances change as soon as possible as we do not wish you to fall in to rent arrears.

## **WHO PAYS THE BILLS?**

All utility accounts at the property are your responsibility. As soon as you move in, you should write to each of your suppliers opening an account in your name. This includes gas, electricity, water, council tax and any other utilities such as phone or broadband which may be relevant to the property. Please let them know the date of your move and pass them your meter readings where required. We will confirm meter readings with you when you move in, and again when you move out so that there is no confusion over liabilities. Your personal possessions are not covered in the case of any accident. Because of this you may wish to take out a private policy to protect yourself, especially if you have any particular items of value. For short stays, bills may be agreed on an 'all-inclusive bills' basis by prior arrangement. Please request this in your application.

## **MOVING OUT**

If you wish to extend your present rental agreement, please apply to us formally in writing as soon as possible, and certainly no later than 2 months before the end of your agreement. Should you wish to move out on the date of your agreement a suitable time will be chosen to meet at the property to hand over your keys. Your possessions must be vacated from the property by 12:00 mid-day. Your Tenancy Agreement is an Assured Shorthold Tenancy for a fixed term of 6 months minimum. There is no provision for the early termination of this tenancy. This means that by signing the agreement you are undertaking to pay the rent for the full period. You cannot give notice to quit during this period and if you leave the property before the end of the fixed term, you are still liable for all the rent due until the end of the tenancy. Please arrange to have the telephone disconnected (the operator can explain the procedure) and to have your post redirected (a form is available from the post office). Please do not arrange to have your gas and electricity disconnected as there will then be reconnection charges for subsequent tenants. Instead, when you vacate, write to your utility providers with final meter readings on your account and you will only then be sent a termination bill.