



TENANT MOVE IN GUIDE

NEWTON & CO
LETTINGS

TENANCY AGREEMENT

The tenancy you have signed is an Assured Shorthold Tenancy Agreement and is an agreement between the Tenant and Landlord

You sign your tenancy agreement on the date you collect your keys. Once signed, the Agreement is a legally binding contract.

A sample Agreement will have been sent out to you prior to you signing the official document, to give ample time for you to read through and make sense of it.

Should you have any questions regarding the Agreement, please contact us or seek advice from a solicitor.

RENT

You will have been asked to pay both your first months Rent and Deposit prior to signing the Agreement. The Rent is then payable monthly on the same date that you originally signed your Tenancy Agreement (Unless agreed otherwise). For example, if you sign your Agreement on the 20th May your Rent will then be due again on the 20th June and then on the 20th of every subsequent month.

If you wish to change your rent due date, this will need to be requested in writing and we will contact the landlord for their approval.

Should the Rent be late, we will contact you the day after the Rent due date to see if there has been a genuine error with the payment. Following this, if the Rent is still outstanding , we will write to you outlining the arrears. Please be aware that if you fall into 2 months and 1 day arrears, the landlord is able to serve you with a Section 8 Notice to evict you from the property.

DEPOSIT

If a Deposit is taken it will be registered with the Deposit Protections Service within 30 days of the Tenancy beginning. This Deposit is held in case of any damage in the property at the end of the Tenancy.

A check out is conducted at the end of the Tenancy term and is based on the original Inventory that you signed on the date of Check In. Should there be any differences between the original Inventory and the condition at the end of the Tenancy, a report will be produced and sent to both Landlord and Tenant. The Landlord will then decide if he/she would like to deduct any monies from the deposit. Fair wear and tear will always be taken in to account.



INSPECTIONS

The first Periodic Inspection is carried out at 3 months and then 6 monthly from then on, unless your landlord requests earlier or more frequent inspections.

We will contact you to arrange this inspection, however if we are unable to speak with you or to get a convenient time booked in, we will use our registered key pass to gain entry to check the property, and in accordance with the Tenancy Agreement, give you the required minimum 24 hours notice of entry.

An inspection is carried out to ensure there is no damage in the property and to check that the property is being well looked after. We also check if there are any issues the tenant wishes to report.

INVENTORY

A copy of the inventory has been emailed to you. You now have 7 days to notify us of any differences. Please send all amendments to lettings@newtonco.co.uk

If you do not notify us of anything within these 7 days, we will assume the inventory is completely correct.

Please be aware that we use the inventory when conducting the check - out report at the end of the tenancy.

REPAIRS

If there are any issues in the property that need to be looked at, please contact the office as per the repair notice given to you at the time of move in.

However if there is an urgent repair and you are unable to speak with us, for example, there is water coming through your ceiling and it is a bank holiday and the office is closed, please contact the relevant contractor and arrange for them to attend. Your landlord will pay for the repair, unless the issue is later deemed to not to have been an emergency. In this case, you, as the tenant, would be responsible for all costs incurred.

CONDENSATION & MOULD

Condensation and mould can become quite a large issue if it becomes out of hand. You have been supplied a leaflet on how to reduce condensation in your home. Please read through and adhere to the information in the guide to prevent issues in the property.

INSURANCE

It is the tenant's responsibility to obtain the correct Contents Insurance to cover their belongings. The Landlord is responsible for Buildings Insurance and insurance for their belongings left in the property. We must stress the importance of Contents Insurance, in the event of a fire/ flood etc your belongings will not be covered by your Landlord's insurance.

GAS SAFETY CERTIFICATE

The Gas Safety Certificate is conducted once a year by a registered Gas Engineer. This checks that all gas appliances in the property are in a working order and are safe.

This is a legal requirement, therefore, should we be unable to arrange a time with you for the engineer to attend, we will serve you with a minimum of 24 hours notice of entry to allow our Engineer to carry out the necessary checks.

HOLIDAYS

If the property will be left for 28 days or more, we ask that you notify the office as this may invalidate the Landlord's buildings insurance. We may request that a family member/friend go in to the Property periodically to check the condition and that it is safe or allow either Newton & Co or the Landlord to attend the property regularly.

PETS

Should you wish to get a pet, please notify us straight away and we will contact the Landlord for approval. Unfortunately, the Landlord's decision is final, and should the Landlord say no and you are later found to have a pet, the landlord may choose to serve you with notice for breach of your Tenancy.

END OF THE FIXED TERM

Coming towards the end of your initial fixed term agreement, we will contact you and ask if you would like to renew your tenancy on a fixed term. If you would like to sign for another fixed term we will contact your tenancy for consent. Usually you can re-sign another 6 or 12 month tenancy, however should you like a longer agreement, we can put this to your Landlord.

If you do not wish to sign another Fixed Term Tenancy your tenancy will automatically roll over to a Periodic Tenancy. This means you are able to give your notice on the rent due date of any month to leave the property. Please keep in mind that likewise, your landlord is able to serve you with 2 months notice on the rent due date of any month to re-gain possession of the property.

GIVING NOTICE

If you wish to give notice to leave the property at the end of the initial 6 month term, we will require your notice in writing (Email will suffice) on or before your rent due date in the 5th month. Therefore giving 1 months notice.

If you are on a periodic tenancy and wish to give notice, you will need to give your notice in writing on or before the rent due date of any month, to move out the following month.

Always check your tenancy agreement for the date you originally signed your agreement as this will be the date you will need to give notice. (If you have changed your rent payment date, the notice still needs to be given on or before the date in your tenancy agreement)

Should you wish to leave the property before the end of a fixed term tenancy, notice is served in the same way as above. However you will still be liable for the remaining rent of the tenancy. For example should you give notice in the 6th month of a 12 month tenancy, you will still be liable for a further 6 months rent.



REPAIR NOTICE:

Newton & Co act on behalf of your Landlord and we are who you must contact when a repair issue arises.



Telephone number : 01204 323300

Email Address: - lettings@newtonco.co.uk

Please be aware that if there is an emergency and it is out of office hours and you are unable to speak with a member of staff, you are within your rights to get in touch with a contractor and arrange for them to attend. However, should the repair be later deemed to not have been an emergency, you will be liable for the full costs of the repair and call out.

LEGIONNAIRES DISEASE INFORMATION

This leaflet has been provided to inform you about the risks of contracting Legionnaire's disease, and how to safely prevent it. As your Letting agent / Landlord we have a legal obligation to ensure you are aware of the possible causes and symptoms of Legionnaire's disease so you can identify any problems easily and report any concerns to us.

What is Legionnaire's disease?

Legionnaire's disease is a potentially fatal form of pneumonia, which can affect anybody. It is caused by the inhalation of small droplets of water from contaminated sources containing legionella bacteria.

Where is Legionella found?

All hot and cold water systems in residential properties are a potential source for legionella bacteria growth. The main areas of risk are where the bacteria can multiply and increase to dangerous levels and then spread, e.g. in spray from showers and taps, even in dishwasher and washing machine pipes. Conditions ripe for colonisation are where water of between 20°C and 45°C stagnates, and where there is sludge, rust and scale present for the bacteria to feed upon and multiply.

Who is at risk?

Legionnaire's disease most commonly affects the elderly, or people with chest or lung problems. Not everyone exposed to legionella bacteria becomes ill. Legionnaire's disease is not contagious and you cannot get it from drinking water. On average, there are approximately 500 reported cases of Legionnaire's disease a year.

The symptoms of Legionnaire's disease are similar to those of flu:

- high temperature
- fever or chills
 - headache
 - tiredness
- muscle pain
- dry cough

There is no need for concern.

Legionnaire's disease is easily preventable by putting in place some simple control measures. The information below will help you identify any potential problems.

What precautions can I take?

Taking the following simple precautions will help keep you safe:

- Flush through showers and taps for 10 minutes following a period of non-use (i.e. after you have been on holiday or if a room is not in regular use)
- Keep all shower heads and taps clean and free from a build-up of lime scale, mould or algae growth
- Keep hot water on your boiler system at a temperature of 60°C or greater.

WARNING: BE AWARE OF SCALDING!

Report any deposits such as rust or any unusual matter flowing from your water outlets

What do I do if I think I may have contracted Legionnaire's disease?

If you suspect that you or someone in

your home has contracted Legionnaire's disease, contact your doctor immediately. You should also contact us so that we can take the appropriate measures

CONDENSATION AND MOULD

What is Condensation?

Condensation is the appearance of water on cold surfaces. It occurs where moist air comes into contact with air, or a surface, which is at a lower temperature. Water produced from condensation is generally noticeable where it forms on non-absorbent surfaces (i.e. windows or tiles) but it can form on any surface and it may not be noticed until mould growth or rotting of material occurs.

Tenants - How to Reduce Condensation

1. Produce Less Moisture

Some normal daily activities produce a lot of moist air very quickly. To minimise the amount of

moist air, which leads to the formation of condensation, you need to:

- Cover pans when cooking and don't leave kettles boiling longer than necessary.
- Avoid using paraffin and portable bottle gas heaters.
- Dry washing outdoors. If it's raining, use a clothes airer in the bathroom with the door closed and the window or fan open.
- Do not dry washing directly on room radiators as this produces more water vapour and cools the room at the same time. Ask yourself "Where will all the water vapour from the drying clothes go?"
- Run the cold water first when filling a bath as it prevents steam production.

2. Ventilate to Remove Moisture to the Outside Your home can be ventilated without creating draughts by:

- Keeping a small window open a little, or opening a window ventilator when the room is in use.
- Opening the kitchen or bathroom windows to let steam and moisture out.
- Use an extractor fan, they only use 1/5th the power of a 100watt bulb.
- Ventilate your bedroom by leaving a window slightly open at night.
- Closing the kitchen and bathroom doors when the rooms are in use to stop the warm moist air producing condensation in other cooler rooms.
- Don't clutter wardrobes and cupboards; it could stop the air circulating.
- Don't block ventilators, air bricks and chimneys.
- Dry your windows & windowsills every morning
- Don't push beds and sofas against outside walls which are always colder and attract condensation. Make sure there is a 9 inch (225cm) gap. Bedding can get damp if air cannot circulate around it.

3. Heat your Home

Keep the heat on low all day in very cold weather, condensation is less likely to form in warm houses



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