

Scriven & Co. Proforma check and draft details

Flat 10, Exmoor Court Exmoor Drive, Bromsgrove, B61 0TW

£850 PCM

Ref: 18603915

Tenure:

Type: Flat - Purpose Built

Receptions: 1

Bedrooms: 1

Bathrooms: 1

Council Tax Band: B

- Improved and re-decorated one bedroom apartment
- Fresh and neutral colour scheme throughout
- Allocated car-space
- Popular Location
- Bathroom with shower over the bath
- Modernised Kitchen with breakfast bar
- Electric heating
- Double Glazed windows
- Juliet balcony overlooking gardens
- Available now!

Neutrally decorated first floor, one bedroom apartment, having open-plan kitchen/living area with "Juliet balcony", allocated car-space, and popular location close to Bromsgrove Town Centre, but also ideal for nearby bus routes and access to the M5 and M42.

ACCOMMODATION

The property is accessed via a ground floor communal entrance with stairs leading to the first floor landing. Internally, the property is neutrally decorated and has a light and spacious feel. Entrance hall having useful store cupboard and door entry/intercom receiver. Hall-way continues through to provide access to the bathroom, double bedroom and open-plan kitchen/living room. Bathroom with modern appearance and shower over the bath. Modernised kitchen with oven, hob, extract filter, and breakfast bar. Juliet balcony to dining/living area which over-looks the "Wrap around" communal gardens. Electric heating. Double glazing to windows. Allocated car-space. Must view to appreciate. Note: Video and marketing video prepared immediately before most recent tenancy in March 2024. Available now.

EPC = D
Council tax band = B

MEASUREMENTS

- Open Plan Kitchen/Lounge/Dining - 11' 11" x 18' 8" (3.63m x 5.69m) both max
- Bedroom - 10' 7" x 9' 8" (3.22m x 2.94m)
- Bathroom - 7' 5" x 5' 5" (2.26m x 1.65m)

INFORMATION FOR TENANTS

Why Rent Via Scriven & Co?

We have been established since 1937 and are a regulated firm. This means that we abide by the accounting rules and Codes of Conduct set out by the Royal Institute of Chartered Surveyors (RICS) and ARLA Propertymark (the Association of Residential Lettings Agents). Both of these professional bodies are dedicated to promoting the highest industry standards, which Scriven & Co endeavour to adhere to.

The Lettings and management team comprise a group of professional, experienced and friendly staff, who are all dedicated to ensuring that each letting goes as smoothly as possible. As Scriven & Co. MANAGE all residential properties that we let, from the moment any tenancy starts, you will continue to communicate directly with Scriven & Co., in relation to all tenancy queries, property matters, and maintenance requests.

Whilst you might have heard that some letting agents only act in the interests of the landlord, we care about all tenants in the properties that we manage. Often, by simply just taking the time to listen and communicate, we find that tenants are happier and want to stay in their home for longer which helps us get to know you and helps us assist wherever possible in improving and maintaining the property.

When dealing with any tenancy query or property matter, you will find that we act in a way which is both fair and reasonable, something which we also expect from all parties. For your peace of mind, unless an emergency occurs, or there is a statutory obligation for us to do so, no one will ever enter your property without your prior consent and/or prior written notice.

We are regularly praised by tenants relative to the professional way tenancy matters are dealt with.
When it is time to move on, many tenants return to us to rent again.

Renting Procedure

1. As a result of COVID-19, we have seen our letting process change, in order to become more efficient. This has meant that rather than prospective tenants viewing the property in person initially; we first require any interested parties to view the on-line "walk-through" video tour.

2. Once prospective tenants have seen the video tour, and assuming they remain interested in applying to rent the property, the next step is for each tenant (person to be living in the property over the age of 18 years) to fill-out and submit a pre-qualification application form, using the following link: <https://bit.ly/42CQRBU>

The pre-application is designed so that prospective tenants only need to provide key information initially. This is a fairly quick process and eradicates the need for long applications to be completed.

3. Upon receipt of the any applications, these are reviewed and discussed with our client (the landlord). Discussions will include; moving timescale and length of tenancy, etc.

It is essential that the anticipated start-date is detailed clearly on the tenancy application form(s), as this date will be the "deadline for agreement". This deadline is typically 14 days after the holding deposit has been paid, although can be more or less than 14 days, providing an agreement can be made between Scriven & Co on behalf of the landlord, with the tenant. During our discussions with the landlord, we will also review any other applications submitted, assuming there is more than one party interested in the property. On the basis that a "letting is agreed in principle", or there is more than one suitable set of prospective tenants, we will then contact those particular tenant(s) to advise that their application(s) either are suitable; or have been accepted in principle, and an in-person viewing will be set-up for them to see the property.

Once the viewing(s) is completed (and an application accepted), assuming the prospective tenant wishes to proceed with their application(s), they will continue to the next step of the process. If they do not wish to proceed, their application(s) will be destroyed and the property will remain available, continuing to appear as "to-let".

4. Any letting is of course subject to satisfactory referencing and credit checks. In order for us to carry-out these necessary checks, we will take the information from your application(s) and use a third-party referencing agency called "Goodlord", who will carry out the checks on our behalf. Where required, any additional information will be requested (if any a pre-qualification form has been submitted at this time). Prospective tenants will also need to submit their proof of identification (to ensure compliance with the Home Office Right to Reside Regulations), and proof of address (to satisfy the referencing company).

In order that the property can be held for you whilst these checks are completed, we require you to pay a refundable holding deposit equivalent to one weeks' rent. This is calculated by multiplying the monthly rent by 12 (to establish the yearly rent), and the yearly rent is then divided by 52 (weeks in a year) to calculate 1 weeks' rent being the holding deposit. Providing all references are satisfactory, and the application proceeds to the granting of a tenancy, the "refundable holding deposit" will then be subsequently transferred as a contribution to form part of your first month's rent. Initially, you will pay your holding deposit to Goodlord, and this will be subsequently transferred to Scriven & Co. Whilst references are being obtained, viewings in respect of the property are ceased, so as long as there is no undue delay in obtaining the reference(s).

It is important to be aware that a holding deposit can be retained by Scriven & Co if:

- a) You provide false or misleading information which we consider when deciding whether to accept your application on behalf of the landlord/client. This includes a "tenants' behaviour when providing false or misleading information".
- b) An applicant failed the right to reside check.
- c) You withdraw your application to rent the property.
- d) You fail to take reasonable steps to ensure that the tenancy agreement starts by the agreed date, whilst we take reasonable steps to do so. This may include you not assisting to facilitate the collection of references

5. Referencing usually takes 3-4 days, dependent upon the speed of response of employers, etc., which is done electronically where possible.

6. Upon receipt of satisfactory references you will be contacted to confirm the moving in/start date of the tenancy. This can be as soon as 3-5 days, providing both parties want the tenancy to start as soon as possible. You will be telephoned or emailed so that commencement dates, monies, and any other details can be confirmed.

7. A copy of the tenancy agreement will be sent to you, along with a covering letter or email that will set-out the agreed commencement date and monies to be paid in advance of the tenancy handover. By sending this information to you, this will allow you an opportunity to raise any queries that you might have, before the tenancy starts. On the basis that you are happy with the contents of the tenancy agreement, you will be asked to sign this electronically. The tenancy agreement will also be sent to your future landlord who will also sign the contract electronically. Once all parties have signed the agreement, each party will receive a copy of the signed tenancy agreement. Along with the tenancy agreement, we will also ensure that you are issued with a copy of the prescribed information in relation to the tenancy deposit, landlords gas safety certificate (if applicable), electric certificate, energy performance certificate, and the latest version of the "How to rent" document.

NOTE: The Tenancy Agreement we use is approved by ARLA Propertymark, and amendments are made where necessary, by Scriven & Co., should any special clauses need to be inserted.

8. Prior to the day the tenancy officially commences, we will visit the property to prepare both a written and photographic schedule, recording the condition of the property and its contents. The written record will form part of the handover schedule that will be issued to you during the property handover. You will be issued with copies of the handover schedule during the "handover" at the property. You will have a full seven days to check the accuracy of the written schedule contained within the handover schedule, making any comments where you feel necessary. The written schedule will also detail any meter readings and is designed to provide you with peace of mind, and reduce the risk of conflict at the end of the tenancy.

9. On the day the tenancy officially starts, the handover will take place at the property. Prior to you arriving at the property, we will have tested all safety devices in readiness for your occupation. Subject to all monies having already been paid and cleared, and also all parties having signed the tenancy agreement, the keys will then be released to you. During the handover we can also answer any queries that you might, and highlight things such as the stop-cock, meters and so on. Following the handover, we will then notify each utility provider and local authority of the change in occupier, including providing meter readings where required. Please ensure that you also do the same.

10. Pets – subject to the landlord being in agreement with you keeping a pet at the property, any agreement would be subject to the monthly rent being increased by £25.00pcm, and also the tenant being responsible for ensuring that all carpets and flooring coverings are professionally cleaned, prior to the end of the tenancy, and also the tenant being liable to make good any damage. Proof of the professional cleaning would need to be provided in the form of a receipt of invoice. The cleaning must be done by a professional cleaning contractor, and the hiring and use of carpet cleaning equipment is not deemed as sufficient as this does not enable a receipt to be provided confirming what areas have been cleaned and chemicals used.

How Much Will I Have to Pay Up Front?

- 1. A Holding Deposit equivalent to 1 week's rent.
- 2. A Tenancy deposit equivalent to 5 weeks' rent which will be registered with the TDS (The Dispute Service) where it remains protected in accordance with this government approved scheme.
- 3. First rent payment of one month's rent in advance (less value of holding deposit). This can vary slightly dependent upon the day of the month when the tenancy starts. We are happy to expand on this. Additional charges which may be applicable to some tenants during the tenancy.
 - a) Alterations or changes to the tenancy agreement when requested by the tenant - £50.00 including VAT.
 - b) Payments associated with early termination of tenancy when requested by the tenant. Where a tenant(s) is no longer able to continue with the tenancy, it maybe that the landlord will allow the tenancy to be ended prematurely, by way of entering into an early termination agreement. The early termination agreement will be agreed in writing and will ensure that the tenant does not incur costs that exceed the loss incurred by the landlord, and also any reasonable costs that Scriven & Co would incur in order to re-let the property (such as referencing and marketing costs).
 - c) A default fee for late payment of rent.
 - d) Costs to replace lost keys/security devices, where required under the tenancy agreement.

How Do I Pay My Rent?

You will be required to pay your rent by standing order. Prior to the commencement of the tenancy, we will provide the respective bank details in order for you to set-up the standing order. In almost every instance, your rent will be due monthly in advance on the first of each month.

What Other Bills Will I have To Pay?

Usual household bills such as council tax, gas, electricity, water, T.V. licence, Virgin Media/Sky subscriptions, etc. You may wish to take out insurance relative to landlord's fixtures and fittings. The landlord pays for buildings insurance and any service charge (usually appropriate in flats). You should also take out contents insurance to safeguard your own property, and furthermore, we would recommend that any insurance policy provides the tenant with alternative accommodation should the let property become incapable of occupation, for example by reason of fire or structural defect.

Who Should I Contact?

For any query both before or after a tenancy begins, contact our Lettings Department on 0121-422 4011 (option 2) and speak to any member of the team. No matter how minor an issue, we are happy to assist.

(QC115d 05/23)

MATERIAL INFORMATION TO CHECK:

Property construction

Utilities – how they are supplied:

Electricity supply

Water supply

Sewerage

Heating

Parking

- **Building safety – e.g, unsafe cladding, asbestos, risk of collapse**
- **Restrictions – e.g. conservation area, listed building status, tree preservation order**
- **Rights and easements – e.g. public rights of way, shared drives**
- **Planning permission – for the property itself and its immediate locality**
- **Accessibility/adaptations – e.g. step free access, wet room, essential living accommodation on entrance level**
- **Coalfield or mining area**

CONFIRM VIEWING ARRANGEMENTS FOR SYSTEM

Vendor Accompanied ?

Property Empty We Hold Key and Accompany ?

Vendor in Occupation but Agents Accompany ?

Other Viewing Remarks/Notes:

NOTE TO TYPIST: IF VIEWING NOT DETAILED RETURN FORM TO SURVEYOR

Checked by

Date checked

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