

# Scriven & Co. Proforma check and draft details

**9 Old Port Close, Tipton, West Midlands, DY4 7XN**

£650 PCM

Ref: 17949068

Tenure:

Type: Apartment

Receptions: 1

Bedrooms: 1

Bathrooms: 1

Council Tax Band: A

- Modernised ground-floor accommodation
- Open-plan kitchen and living area
- Modern fitted kitchen with appliances
- Bathroom with shower over the bath
- Allocated residents' parking
- Council Tax - A, Sandwell
- Available now!

A lovely opportunity to rent a freshly redecorated ground-floor flat, benefiting from a modern fitted kitchen complete with appliances, one well-proportioned double bedroom and a contemporary finish throughout. The property further benefits from allocated parking.

This improved and modernised accommodation comprises a ground-floor entrance door leading into a spacious entrance hall, an open-plan kitchen/living area, and a modern fitted kitchen benefiting from an oven, hob, extractor hood, washing machine and fridge with freezer box. The property further offers a spacious double bedroom and a bathroom with a shower over the bath. Externally, there are well-maintained communal grounds with allocated residents' parking. Available now!

An EPC has been instructed and is currently awaited.

Measurements:

Open Plan Kitchen/Living area - 4.6 Max 3 Min X 3.6 Max 3 Min

Bedroom - 3 Max 2.4 Min X 2.5 Max 2.2 Min

## INFORMATION FOR TENANTS

### Why Choose Scriven & Co?

At Scriven & Co, we've been serving tenants since 1937. As a regulated firm, we adhere to the highest industry standards set by the Royal Institute of Chartered Surveyors (RICS) and ARLA Propertymark. Our dedicated team ensures smooth lettings and ongoing property management, providing you with professional and friendly support every step of the way.

### Renting Procedure

1. Virtual Property Viewing: Start with our online "walk-through" video tour for a convenient initial viewing.
2. Pre-Qualification Application: Submit a quick pre-application form via the link we send to you via email following your enquiry.
3. Application Review: We review applications with the landlord, discussing moving timescales and

tenancy details.

4. In-Person Viewing: If you are successful, we will invite you to view the property in person.

5. Referencing and Credit Checks: Upon acceptance, we conduct necessary checks through our trusted third-party agency, Goodlord.

6. Confirmation of Start Date: Once references are satisfactory, we confirm the tenancy start date and details with you.

7. Signing Tenancy Agreement: Electronically sign the tenancy agreement, ensuring transparency and clarity.

8. Property Handover: Prior to move-in, we prepare a detailed schedule of the property's condition, ensuring a smooth transition.

9. Key Handover and Utility Notification: On the tenancy start date, keys are released, and utility providers are notified.

10. Pet Policy: If agreed with the landlord, pets are welcome with certain conditions, including a monthly rent increase of £25 and professional cleaning requirements.

#### Upfront Costs

- Holding Deposit: 1 week's rent
- Tenancy Deposit: 5 weeks' rent (registered with TDS)
- First Rent Payment: One month's rent in advance (minus holding deposit)

#### Additional Charges During Tenancy

- Alterations to Tenancy Agreement: £50.00 including VAT
- Early Termination Fees: Agreed in writing, covering reasonable costs incurred
- Late Rent Payment Fee
- Lost Keys/Security Devices Replacement Costs

#### Rent Payment Method

Set up a standing order for monthly rent payments, due on the first of each month.

#### Other Bills to Consider

Council tax, gas, electricity, water, TV license, and insurance for personal belongings.

#### Contact Us

For any queries, contact our Lettings Department at 0121-422-4011 (option 2). We're here to help with any concerns, big or small.

(QC115e 04/24)

**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 .....

Printed 20th January 2026