

.3Anthony Flint Lettings

The A,B ,C Process for a Contract Holder When Considering Rent a Property.

There will always be a few questions that we will ask you when you make that initial enquiry about a property that we have to let. These questions will be in relation to your needs and requirements to ensure the property that you wish to view is suitable for you.

At this stage we will direct you to the rental payments and the deposit required. Anthony Flint Property Consultants use the DPS (Deposit Protection Scheme) and we will advise you of the below step to complete a successful rental application:

If at this stage you still wish to view the property we will require your current address / post code / telephone number / email. Once we have these details we then book a viewing, whereby, I will meet you at the property at the arrange time and date.

Once you have viewed the property, if you then want to proceed with an application to rent the property the following process is required.

Application & Checks:

Providing personal and financial information and undergoing a credit check. This will involve identity and address verification, credit checks for financial stability (including CCJs, bankruptcy, or insolvency), income verification (often requiring an income of 3 x the annual rent), and references (from employers, previous landlords, or accountants if self-employed) to confirm you are able to cover the rent and any damages if necessary. The company that we use is RightMove Referencing. **PLEASE NOTE WE ALWAYS SEEK YOUR PERMISSION BEFORE WE CARRY OUT THE REFERENCE CHECK. Therefore, we do require your consent for the Reference check in writing, this can be done via email.**

Guarantor(s):

If your credit check is not sufficient, you may want to use a guarantor . Your Guarantor will also need to provide personal and financial information and undergoing a credit check. This will involve identity and address verification, credit checks for financial stability (including CCJs, bankruptcy, or insolvency), income verification (often requiring an income of 3 x the annual rent), and references (from employers, previous landlords, or accountants if self-employed) to confirm that he/she is able to cover the rent and any damages if necessary, if you are unable too. The company that we use is RightMove Referencing;



REGENTS HOUSE, 125 MOSTYN STREET, LLANDUDNO, LL30 2PE

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rentals@anthonyflint.co.uk

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The obligations of a guarantor is responsible for paying the rent if the Contract Holder cannot do so for whatever reason. The guarantor may also be required (if applicable) pay for any repairs if the Contract Holder damages the property or costs such as cleaning service costs.

Draft Occupational Contract:

Once the referencing process has been completed. You will be sent a draft Occupational Contract a minimum of 14 days before your check-in date). You must carefully review the written Occupational Contract, which outlines your rights and responsibilities.

Contractual Terms & Conditions:

In the Occupational Contract it will set out the terms within the written agreement, such as rent payments, deposit required and deposit protection. It will also set out the landlord's obligations;

It will outline the initial length of the tenancy (which is a 6 months fixed term). After which, you are able to give 1 months' notice to terminate the Occupational Contract. The Landlord has to give you 6 months' notice if he/she wishes to terminate the Occupational Contract

Deposit:

You will be required to place a deposit in regard to the property. This is calculated as the first month's rent plus £100.00. The deposit is protected in a government-approved scheme. We use the Deposit Protection Scheme (DPS).

Initial Payment Required and Ongoing Rental Payments:

You will be required to pay the first month's rent and the deposit on later than 4 days before Your check-in date and your ongoing rental payment can be set up via Standing Order or Direct Debit to then be paid monthly. We will provide you with our Rental Account Bank Details at this stage.

Signing of Occupational Contract and Check-In Procedure:

Two copies of the Occupation Contract / DPS Prescribed Form / Inventory will be brought to the property at your arranged checked in date. You will be required to sign all copies, one will be placed into our Check-In Welcome Pack for our records.

Inventory - You will be given 28 days to check through the Inventory and if you wish to report any anomalies with regard the same you can report them to us, and we will set the amended Inventory against the property records.



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Included in the Welcome Pack are the following document:

- Standing Order – Bank Details;
- DPS Custodial Term & Conditions;
- DPS Prescribed Form;
- Asbestos Risk Assessment (if applicable);
- Legionella Risk Assessment;
- Tenant Guidance for Condensation, Mould and Damp Problems – 2024;
- A Home in the Private Rented Sector - a Guide for Tenants in Wales 2023
- Current Gas Safety Certificate (if applicable);
- Current EPC (Energy Performance Certificate);
- Current EICR (Electric Information Condition Report);
- Mobile & Broadband Information;
- RHW02 Form _ Landlord Information;
- Council Tax Band;
- Refuse Collection Information.

Property Visits:

Once you have checked in we will arrange your first property visit, which will be scheduled within the first 8 to 12 weeks of your check-in date. We will send you a property visit letter 4 weeks before the visit date to allow you time to change if necessary. Thereafter, we complete property visits every 6 months. Again, we sent a property visit letter 4 weeks before the visit to allow you time to change if necessary.

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Anthony Flint

Letting Consultants

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