

TRANS  
MISSION  
HOUSE

By O'Connor Bowden

# TENANTS

## RENTAL GUIDE

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# Introduction

Thank you for showing an interest in renting a property through O'Connor Bowden. To help you with the process of finding your new home, we have produced this step by step guide to renting a property with us.

O'Connor Bowden is one of the leading lettings and property management agents in Manchester. We manage hundreds of quality furnished apartments in some of the most iconic buildings and developments around the city of Manchester.

We are retained by an impressive list of corporate clients and are absolutely committed towards matching quality homes with professional tenants, providing the best possible customer services.

It's no wonder that many of our properties are let within days of coming onto the market!

We have a fully mobile lettings team, dedicated to showing you around as many apartments as possible. Once you have selected a property, one of our Portfolio Administrator will be assigned to you, helping you through the initial application and moving in processes, then managing your tenancy needs thereafter.

To ensure a comfortable and an enjoyable living experience, our in-house maintenance team provide excellent response performance times should a repair be necessary.



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## Looking for a new home

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O'Connor Bowden has one of the most effective websites in the market. [www.oconnorbowden.co.uk](http://www.oconnorbowden.co.uk). Not only do we promote all properties available to let we also provide an overview of the most popular developments where property may be available to rent. We also promote our property on numerous property portals including:

rightmove 

Zoopla.co.uk

Finda Property.com

PrimeLocation  
Find the home you deserve

LettingSearch

rentright.co.uk  
The UK's largest letting portal

Mouseprice

...and many more

We have property to suit all criteria with rents from £500.00 pcm upwards and diverse property types from studios to 3 bed penthouses. Visit our website [www.oconnorbowden.co.uk](http://www.oconnorbowden.co.uk). or telephone our office on 0161 833 3820 or email us at [enquiries@oconnorbowden.co.uk](mailto:enquiries@oconnorbowden.co.uk). to discuss your property requirements.

## Property Viewings

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We will do our utmost to identify suitable property for you and you are most welcome to register your criteria with us. Our target is to provide you with an appointment with 48 hours of your request.

Our Letting Consultants. will always accompany you around our properties. We arrange appointments to suit your busy working day. Breakfast, lunchtime viewings and evening appointments are part of our normal working week. We can also accommodate Skype viewings by appointment.

Many properties we offer for rent are located within recent developments where we have had involvement in from the beginning. We will share our knowledge not only on the apartments you view but also on the communal areas and services that may well be available within the development or complex.

To assure you of our personal attention throughout your viewing appointment with us, we do not undertake multiple viewings. If you have time, ask us for an Applicant appointment. This allows us to book in a specific time slot of an hour or so where we will endeavour to identify multiple properties for you to visit that suit your criteria.

## Securing your new home

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Once you have chosen a property, one of our experienced Portfolio Administrators will be assigned to you, helping you through every step of your application process: It is important we establish and agree a method of application and referencing that will suit your circumstances. We will discuss your rental requirements and the application and referencing options that may be available to you. Once terms have been agreed you will be given the opportunity to reserve the property by paying a Holding Deposit. The Holding Deposit has a value that usually equates to six weeks rent and automatically becomes the Tenancy Deposit, once the Tenancy has commenced.

### **Administration Fees:**

- Single Applicant: £200 plus VAT per applicant, per application.
- Joint Applicant: £300 plus VAT per two applicants, per application
- Triple Applicant: £450 plus VAT per three applicants, per application
- Guarantor: £150 plus VAT additional per applicant, per application

Full terms and conditions of the Holding Deposit and the Administration Fee will be discussed with you, which will allow you to reserve the property for an appropriate period of time, whilst you make arrangements to move.

You will be provided with formal tenancy application forms, which require your completion and signature. You will also be required to supply identification that is compliant with the current anti-money laundering regulations. At this stage, your application will be processed and referenced usually taking 48 hours to produce referencing results. Subject to approval, O'Connor Bowden will prepare all tenancy documents and make arrangements with you to commence your tenancy.

## When we approve your references

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As you might expect there are a number of documents that we must produce during the tenancy commencement processes of your Tenancy.

The following documentation will need signature prior to the move in date and returning by post to our office. Please note that we will not be able to confirm or book the check in appointment until **ALL** documents are signed, vacant possession has been granted by the previous Tenant and that we have confirmed the property is ready to move-in, all of which requires us to confirm in writing to you.

**The documents which require original signature (copies not accepted) are as follows:**

1. Tenancy Agreement (we require your signatures on the last page, as well as your initials on every page of the document, also your guarantors signature and witness too)
2. Information Sheet for Tenants (We require your signature on the last page, once)
3. Section 48 Notice (We require your signature at the bottom of the page)
4. DPS Declaration Form (We require you to print your name and deposit amount on the bottom of the front page, print, sign and date at the top of the second page)
5. EPC (please initial all pages and sign the back)
6. Prescribed Information sheet
7. Original photographic identification - You can bring along to your move in appointment unless already provided. Portfolio Administrators.

## Rental Payment

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This is required in clear funds, 24 hours prior to the confirmed move-in appointment and to the following bank details:

**Bank Of Scotland**

**O'Connor Bowden Property Management (Manchester) Limited**

**Sort Code: 12-24-81**

**Account Number: 10096766**

## Tenancy Insurance

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Most Landlords require Tenants have Contents Insurance protection or demonstrate they have financial means to pay for accidental damages or cover the cost of serious incidents that may occur where the repair cost is far greater than the value of the Tenancy Deposit.

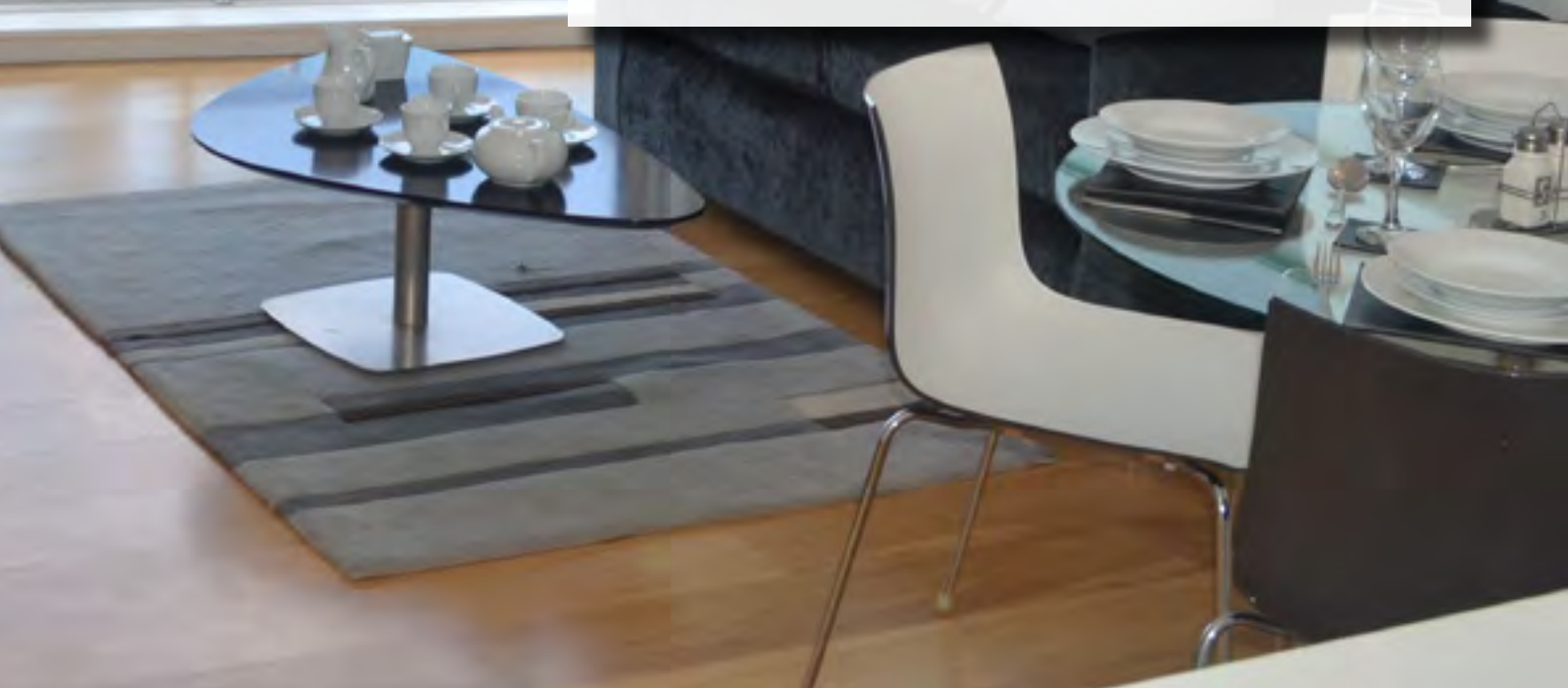
A Tenant Contents Insurance policy is always recommended as it doesn't just cover your own possessions; it can also protect you against

- Damaging your landlord's property
- Having accidents that may make you temporarily homeless
- Or just paying towards those expensive key fobs you have may lose.

O'Connor Bowden can arrange Tenant Content Insurance cover, specifically designed for tenants in rented property.

This type of insurance can be paid monthly for as little as £12.00 per month. The insurance is transferable from one property to another and may be cancelled after 6 months.

You are most welcome to arrange your own insurance. We will require a copy of your insurance policy before Tenancy commencement.



## Moving Day

We will try to accommodate your moving date where possible. You must appreciate that until the actual Tenancy commencement date O'Connor Bowden cannot guarantee the actual date as third party influences sometimes cause unexpected delays, such as: former Tenants not moving out on time; emergency property repairs or delays with your referencing approvals.

Before the date your tenancy is to commence, you will be asked to attend an appointment to read and sign the Tenancy Agreement, property inventory and other associated documents, such as banker standing order mandates, and utility registration forms. You will be required to pay your first month rent by means of cleared funds on the day your Tenancy commences. If you have a Guarantor, arrangements must be made for the Guarantor to complete all paperwork beforehand.

Following your sign-up appointment, we will arrange an appointment to move you in to your new home. We will meet you on the day at our office, where we will go through all the necessary services and facilities of the development and the inventory for your new apartment. Subject to your satisfaction, we will commence the tenancy with you and hand over the keys.

## Enjoy Living in Your New Home

We really want you to enjoy living in your new home. Our property management support services are designed to help make this happen.

You will be provided with details of your own personal Property Administrator who will manage all aspects of your Tenancy, from providing financial reconciliation of your rent payments to ensuring any repairs are resolved promptly for you. O'Connor Bowden also provides a 24 hour emergency telephone number covering your home 365 days a year.

