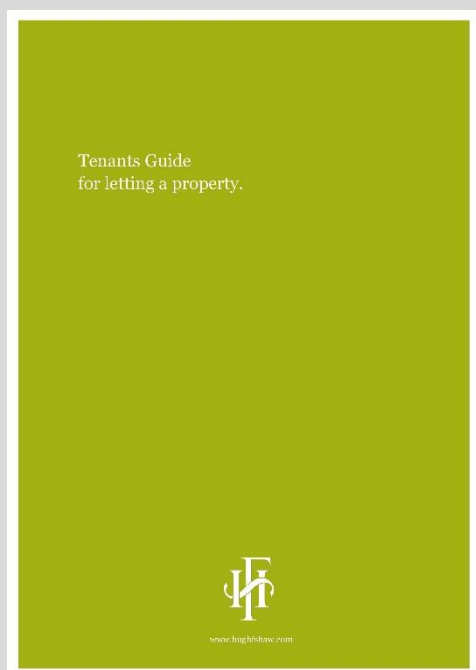


Tenants Guide for letting a property.



www.hughshaw.com



Our useful guide for Tenants

This brochure will highlight some of the key points to consider when preparing to rent a property.

We have provided long term lettings with a wide selection of houses, flats & studio apartments to rent in and around the Baker Street, Marylebone, Regents Park & St Johns Wood area for over 40 years.

Whatever your requirements, simply let us have as much information as possible including move in date, location/area, length of contract, maximum budget and we will then locate and propose properties best suited to your needs.

Once you have identified a suitable property you would like to rent we will help guide you through the paperwork, including the tenancy agreement and reference checks.

Tenants are invited to call into our office to discuss your full requirements or register with us online for property alerts.

You should always use an accredited letting agent who can provide reassurance. We are members of ARLA Propertymark and members of Propertymark Client Protection Scheme which is a government approved redress scheme, providing a free and independent service for resolving disputes between letting agents and their customers if and when they may arise.

As trusted members of ARLA Propertymark our firm endeavours and ensures to uphold the highest of standards, to be honest and helpful and to be fully up to date with the latest legislation.

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BAKER STREET



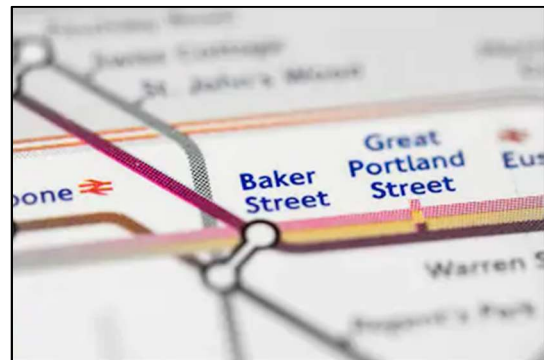
Knowing your budget

Understanding what your budget is before you start your search will give you a realistic idea of the type of property and location you can afford. You should also bear in mind that in addition to the rent and deposit, tenants are also responsible for household utility bills, tenant contents insurance, council tax, telephone and broadband etc. Knowing your limits will help you to make the right decision.

Knowing where you want to be

In some cases tenants will search in numerous areas to find a suitable property whereas some tenants will pinpoint a certain location and explore properties within that area only. Personal, work or educational circumstances usually influence this decision.

Our offices are based in Baker Street and this is one of the most convenient places to live in London with many, many transport links including those to the City, local amenities higher educational institutions, art galleries and much more. Many of our tenants who decide to live here.....stay here!



Searching for a property

Register with us online or at the office. Just let us have as many details as possible to include your budget, accommodation, move date, length of contract etc and we will search and propose suitable apartments for your consideration. Be sure to include any 'no-no's' so that we can tailor our search parameters and pinpoint only properties that should be of interest to you. We listen carefully to your needs so that we can provide you with a precise and efficient service.

To view our current instructions please follow www.hughfshaw.com/let/property-to-let or for future instructions and property alerts please register with us under the 'account' tab at our website.

Viewing Properties

We will always arrange and accompany you on viewings so that we can provide you with our little nuggets of wisdom, helping you to make a quick and informed decision. Before making an official offer and putting down your deposit, it is wise to check out the surrounding neighbourhood for distances to transport links and to local amenities. We also suggest returning in the evening to see the immediate vicinity at night to get a true feel for the area.



Making your offer and moving in

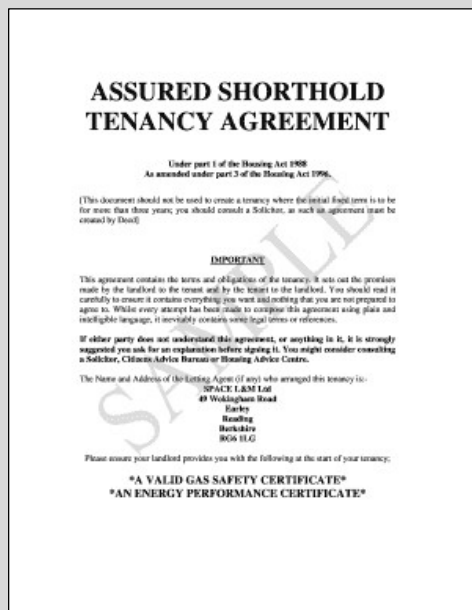
Once you have found a property you want to move to and your offer has been accepted, this is when you will be asked to place a holding deposit (one weeks rent). You will then be required go through the right to rent check, reference checks and guarantor checks (if any). Once everything has been approved you can then sign the tenancy agreement and supporting documentation and pay the agreed rent and security deposit before moving in.

Sound simple?

The process is relatively straightforward and on average takes approximately 10-14 days to complete. Unforeseen delays can and do sometimes occur ie if references are not returned in a timely manner or your move in monies take time to be moved or transferred. We will advise you every step of the way to help you avoid any potential pitfalls and to make the process as smooth as possible.

Helpful websites for tenants:

www.gov.uk/government/publications/how-to-rent
www.moneyadvice.service.org.uk
www.mycounciltax.org.uk
www.westminster.gov.uk
www.rightsignal.co.uk



Understanding your Tenancy Agreement

It is important to know your legal responsibilities and obligations before signing.

Assured Shorthold Tenancy

A tenancy is the agreement between the landlord and the tenant giving them the right of occupancy. Assured shorthold tenancy (AST) are the most common type of agreement used by landlords and agents to let residential properties to private tenants. ASTs are typically given for a period of six months but are usually for longer.

Joint and several tenancy agreements

If you are sharing a property with someone this will be a joint and several liability tenancy agreement, meaning that each tenant is jointly responsible for the terms of the tenancy, including paying the rent. Therefore if one tenant were to fall behind with the rent payments, the remaining collective tenants and/or the guarantor are equally responsible for paying it and any arrears that may have accumulated. A Guarantor will be asked to sign a Deed of Guarantee in conjunction with the Tenancy Agreement.

Tenant replacement

In extreme circumstances and subject to negotiations, a landlord may agree to release and replace a tenant if another suitable person is found and enter into a new tenancy (subject to satisfactory references and approval by the Landlord). The Landlord however does not have to agree to this if they do not wish to. In the event this option is explored a charge of £50 (inc vat) will be applicable (**see Tenant Fee Schedule**)

Ending a tenancy

If a tenancy is for a fixed term, ie twelve months, you are not usually required to give notice, the tenancy would come to a natural end. If however you decide to stay on after the fixed term period has expired, the tenancy would then become 'periodic' and continue on a rolling month to month basis with the usual notice period of at least one calendar month to then end the tenancy. In the case of a renewal of the tenancy this would be discussed approximately two months prior to the expiration of the tenancy. Please refer to the **Tenant Fees Schedule** for associated charges.

Break Clauses

To end a fixed term agreement early, you can only do so if there is an agreed break clause in the agreement. The notice period required in the break clause will be outlined in your tenancy agreement. Break clauses are given at the sole discretion of the individual Landlord and are to be requested/negotiated at the offer stage.

References & Checks

All properties are subject to contract and satisfactory references. A letting cannot proceed until these have been applied for and approved by the Landlord.

Right to Rent Check

Anyone over the age of 18 wishing to rent a property in England, or live in the property with a tenant, must by law provide evidence of their Right to Rent before the tenancy can start, usually by means of a passport or similar photographic evidence.

Tenant References

Reference checks are carried out on all prospective tenants to confirm that they have previously rented without any major issues and are in employment. We usually apply for three personal and professional references rather than use a third party to ensure a tenant's suitability ie employer, bank and landlord.

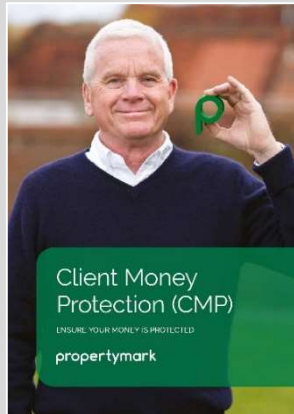
In some cases credit checks are conducted to ensure that prospective tenants can afford the monthly rent and have no serious or adverse credit history. This will be dependent on the individual circumstance of the tenant and requirement of the individual landlord.

In the event you fail the checks, the landlord reserves the right to decline your application or may request that you have a guarantor in order to continue proceeding.

Guarantor References

A guarantor will also be bound by the terms of the tenancy agreement, including excessive damage to the property and financial payments on your behalf, ie if you fall behind with your rental payments. If you think you might need a guarantor, you might want to ask a parent or close family member.

There are many requirements to qualify as a Guarantor, ie the individual will need to be, permanently UK based, a homeowner, working and living and will need to pass similar referencing requirements.

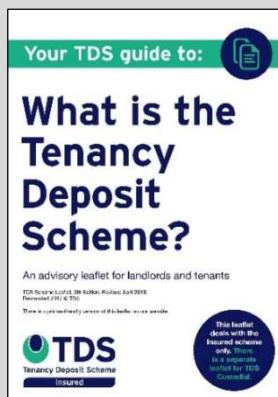


Tenant's Protection

Hugh F Shaw & Co Ltd are members of Propertymark Client Money Protection Scheme and The Property Ombudsman which is a redress scheme.

We are also members of ALRA, NAEA, TDS.

You can find more details at our website <http://hughfshaw.com/our-membership>



Tenant's Deposits

Hugh F Shaw & Co Ltd are members of the Tenancy Deposit Scheme. The Tenancy Deposit Scheme (TDS) is a government approved tenancy deposit protection scheme in England and Wales. The Housing Act 2004 requires letting agents to protect deposits on assured shorthold tenancies.

From the 1st June 2019 the security deposit (covering damage or defaults on the part of the tenant during the tenancy) was reduced from six weeks rent to five weeks rent.

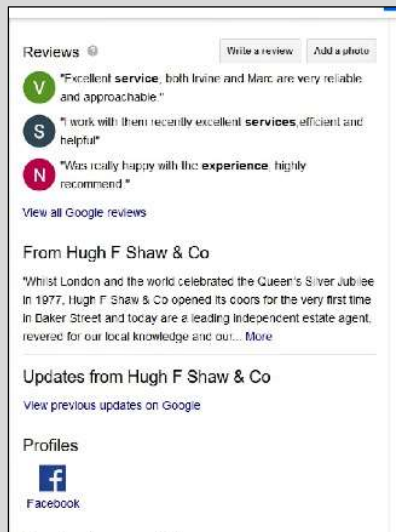
tenancydepositscheme.com/tenants-FAQs.html.



Tenant's Permitted Payments

On 1st June 2019 the Tenant Fee Ban came into force in the UK. Whilst some charges were abolished and/or amended under the Act, as well as paying the rent tenants will also be required to make 'permitted payments'.

To read more please visit <https://www.gov.uk/government/publications/tenant-fees-act-2019-guidance>



Google Reviews

With over 40 years' experience letting property in Central London we are confident in the property services we provide to our tenants and landlords.

We have started to request reviews to ensure that all of our clients and customers are happy and that we continue to operate at the highest of standards.

Below is an extract from just one of our recent reviews which we hope speaks for itself.

Mr A Suslov - 2019

'When I came to London, my friend told me that parking attendants and estate agents are the most terrible people in the UK. Then I met Irvine and Mark from Hugh F Shaw and can say now that there are some exceptions from this rule. They helped me not only to rent a flat but become first friends in the new city. I knew that I could ask them any questions at any time. Their recommendations helped me a lot. So guys, if you need a flat, use their services, because they are the best in London: a small agency but with a strong reputation. I am really grateful to this agency because they hospitably greeted and made my life easier in the UK. When I come to London, their office is in the "must visit" list, because it's a pleasure to meet old friends. I wish them all the best.'

www.hughfshaw.com

Letting & Managing Property for over 40 years