

# CITY RENTAL SERVICES

[www.city-rental-services.co.uk](http://www.city-rental-services.co.uk)

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Bristol BS7 8BH  
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## TERMS AND CONDITIONS

### APPLICATION PROCESS

**RIGHT TO RENT** Passport copy to be provided along with any related visa.

**HOW TO RENT** Booklet provided must be read prior to the start of the tenancy.

**RESTRICTIONS** may apply relating to pets and smokers. All applicants must be over 18.

**A DEPOSIT** Equivalent to a months rent is payable at the time of application. Accommodation is not considered let until deposits are fully paid. If you later withdraw your application, your deposit is withheld until such time that a replacement applicant has been accepted and any loss of rent paid to the landlord. The deposit is refundable at the end of the tenancy and subject to any deductions. Interest is not paid on deposits held. Your landlord must protect your deposit with one of the approved schemes. Details of the schemes are available on our website.

The Deposit Protection Service: [www.depositprotection.com](http://www.depositprotection.com) Tenancy Deposit Solutions Limited: [www.mydeposits.com](http://www.mydeposits.com)

**AGENCY FEES** City Rental Services charges 42% (includes vat) of a month's rent as agency fee upon acceptance of accommodation provided by City Rental Services. This amount administration costs, credit references, other references and all necessary paperwork.

**TENANCY AGREEMENTS** A draft copy of the tenancy agreement is available at City Rental Services offices to read or from our website. If you have any queries regarding the agreement please seek independent legal advice prior to signing.

**KEYS** Will only be released when all paperwork has been completed i.e. all parties to the tenancy agreement have signed, standing orders completed, references obtained, guarantor forms returned and all initial payments made. Keys will be provided by your landlord and not the agency.

**METER READINGS** Meters to be read at the start of the tenancy by the tenants. You must contact your chosen service provider to apply for the service and give readings. We cannot be held liable for any service not connected on the move in date.

**INSURANCE** Contents insurance is a requirement of the tenancy agreement.

**NOTICE** Should a tenant need to serve notice prior to the termination of the tenancy then they may be held liable for re-letting expenses incurred. All notices should be served on the landlord at the address shown on the back page of the tenancy agreement.

**ADMINISTRATION CHARGES** An administration charge will be made of £108 (includes vat) including vat per person, for drawing up a new tenancy agreement at the expiration of the initial term.

**ADDITIONAL CHARGES** City Rental Services reserves the right to make additional charges to cover the cost of additional administration at £48 (includes vat). Other charges maybe levied for copy tenancy agreements, references etc.

**PROPERTY DESCRIPTIONS** City Rental Services undertakes to give a reasonable description of properties and contents but will not be held responsible for any errors or omissions.