



Tenant Guide & Fees

Renting a Home with Gibbins Richards Lettings & Management

We let and manage properties across **Taunton, Wellington, and the surrounding villages**. Our available properties change regularly, so we encourage you to check our listings or **contact us** to discuss your requirements and register for updates.

For your safety and peace of mind:

- All our managed properties have valid **Gas Safe** certificates, electrical safety inspections, and fire safety-compliant furniture where applicable.
- All deposits are securely held and protected by **The Tenancy Deposit Scheme (TDS)** in accordance with TDS Terms and Conditions.
- We strive to make your moving process as straightforward as possible. Once you apply for a rental property, we aim to complete all pre-tenancy checks and paperwork within **7–10 days**.

Tenant Fees Information

Gibbins Richards Lettings & Management complies with the **Tenant Fees Act 2019**, ensuring fairness and transparency in all tenancy-related costs.

Holding Deposit (Per Tenancy) – One Week's Rent

This secures a property while referencing checks are completed. It will be deducted from the first month's rent unless:

- The tenant withdraws from the tenancy.
- The tenant provides false or misleading information.
- The tenant fails a Right-to-Rent check.
- The tenant does not sign the tenancy agreement within 15 days (or an agreed alternative deadline).

Security Deposit

- **For rent under £50,000 per year:** Five weeks' rent (covers damages or defaults by the tenant).
- **For rent over £50,000 per year:** Six weeks' rent (covers damages or defaults by the tenant).

Other Charges

- **Unpaid Rent:** Interest charged at **3% above the Bank of England Base Rate** after 14 days of non-payment.
- **Lost Keys/Security Devices:** Tenants are liable for the cost of replacement. If lock changes are required, tenants must cover locksmith fees and new keys for relevant parties. Additional admin fees of **£15 per hour (incl. VAT)** may apply for arranging replacements.
- **Contract Variation (Tenant's Request):** £50 (incl. VAT) per agreed variation to cover landlord approval and legal documentation costs.
- **Change of Sharer (Tenant's Request):** £50 (incl. VAT) per replacement tenant or the actual costs incurred if higher.
- **Early Termination (Tenant's Request):** The tenant is responsible for the landlord's costs in re-letting the property, as well as rent due until a new tenancy begins. This will not exceed the remaining rent due on the contract.

Application & Referencing Process

Once you find a property you want to rent, you'll need to complete an application form. This will include details such as:

- Employer information.
- Bank details.
- Current landlord reference (if applicable).

We will require:

-  **Photo ID** (e.g. passport or driving licence)
-  **Proof of address** (e.g. utility bill or bank statement)

Our referencing checks will include:

-  **Employment verification**
-  **Credit history review**
-  **Current address verification**

If your references do not meet the minimum criteria, you may need a **guarantor**, who must:

- Be a homeowner.
- Be in full-time employment.
- Have sufficient income to guarantee rent payments.

If references or credit checks are unsuccessful, the landlord may choose not to proceed with the application.

All applicants must be aged 18 or over.

The Tenancy Agreement & Move-In Process

Once references are approved, you will be provided with a draft tenancy agreement to review. If you have any legal concerns, you should seek independent legal advice before signing.

Before move-in, you will need to:

- ✓ **Sign the tenancy agreement** (all named tenants must sign).
- ✓ **Set up a standing order for rent payments.**
- ✓ **Pay the first month's rent and security deposit in cleared funds.**

Once these steps are complete, you will receive the keys to your new home.

If you have any questions, please contact us at **01823 325 250** or **lettings@gibbinsrichards.co.uk**.