



99HOME.CO.UK

# Welcome pack

---

Dear Tenant(s),

Welcome to your new home! I hope you're excited about your move and that you enjoy living here. This welcome pack is designed to help you settle in and give you all the information you need about the property and the area.

If you have any questions about anything in this pack or if you need to contact the landlord for any reason, please don't hesitate. My contact details are listed below for your reference:

**Email :**

**Telephone :**



## 1. Your tenancy agreement

As you know, you've already signed the agreement which includes all the details of your tenancy. For your ease and reference, I'm including a copy of the signed tenancy agreement attached.



## 2. Inventory

Your inventory lists all the fixtures, fittings and furnishings, along with a description of each item's condition. The purpose of this is to provide a detailed account of the property's contents at the start of your tenancy. Please take the time to check the inventory and let the clerk know if you have any suggestions or objections about any of the items within 7 working days.



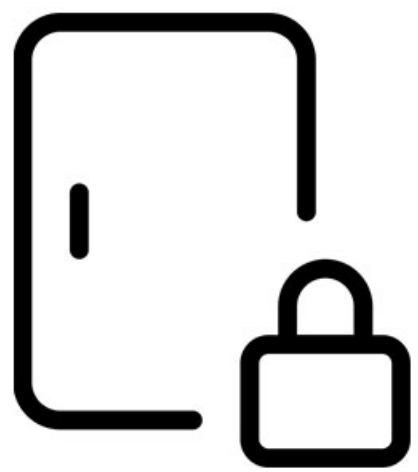
### 3. Preventing damp



Damp is a common issue in many homes, and the best way to tackle it is prevention rather than cure. Try these simple tips:

- Leave your heating on a constant low heat above 12°C during the colder months to help prevent sudden drops and rises in temperature
  - Remember to close the bathroom door during and after a shower to stop moisture and steam spreading through to other rooms
  - Air the property as much as possible by opening windows that mist up, to help avoid condensation build up
  - Avoid drying wet clothes on radiators or other heaters
  - Always cover saucepans while cooking to limit the steam spreading through the kitchen
- 

### 4. Door locking and burglary prevention



Your safety and the security of your home and its contents are the top priorities. Please contact me immediately with any security issues, and keep the following advice in mind:

- Ensure that all windows and doors are locked and secured at night and when you leave the property
- Avoid displaying valuable electronics such as laptops and phones in downstairs windows
- Notify me if you are going to be away from the property for a longer period of time
- Ensure burglar alarms are set when leaving the property

The property does/does not have alarms. Further information on these below:





## 5. Fire safety

As with all rental properties, your new home is in full compliance with fire safety regulations. This means it's fitted with smoke alarms and a carbon monoxide alarm for your safety. However, it is your responsibility to check that the smoke alarms are working. The recommendation is to test them once a month so it may help to set a reminder to do this each month.

Please also keep these important fire safety precautions in mind:

- Switch off and unplug appliances when they are not in use
- Do not overload extension leads and plug sockets
- Remove pans from the heat if you need to leave the kitchen
- Keep tea towels and cloths away from the cooker and the hob
- Clean the oven, hob and grill frequently, a build-up of grease can ignite a fire
- Keep Christmas cards and decorations away from heaters, fireplaces and candles
- Do not leave candles and open flames unattended

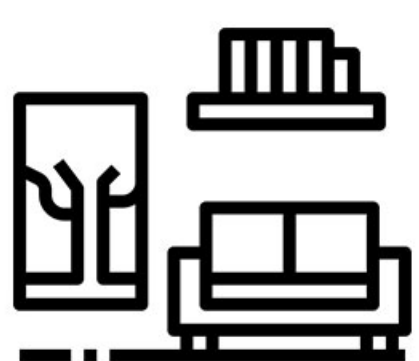


---

## 6. Moving In

As soon as you move into the property, you will need to deal with the following:-

Read the electric, gas and if applicable the water meters and inform the utility companies of the readings. Meter readings are taken and noted on the inventory for the property, but as there is sometimes a delay between us taking the readings and the tenancy start date, it is best to take the readings immediately.



---

## 7. Joint & Several Tenancies and Liability (If applicable)

If there is more than one name on the tenancy agreement then the tenancy is called a joint tenancy, therefore the named tenants have Joint and Several Liability of the Tenancy. The rent will be a single figure also the deposit will be quoted as a single figure. This means that if one party was to vacate prior to the end of expiry of the tenancy, the remaining tenant(s) will be liable for the full rent and terms of the tenancy. Also, if one party does not pay their share of the rent, the other(s) are equally liable for the arrears, or if one party damages the property, fixtures or fittings, it will be treated as all of the tenants have damaged the property, fixtures or fittings. Even a couple signing a joint Tenancy will be treated in this manner. Therefore, it is most important that you are happy to share the property with your co-tenants prior to signing a Tenancy Agreement. As the deposit is a whole amount, the person vacating will not receive their part of the deposit back until a "top up" has been made by the remaining Tenant(s)



## **8. Other documentation**

Gas safety certificate

Energy performance certificate

Deposit protection scheme details

How to rent guide