

Estate agent lettings jargon

Administration fee

A payment made by prospective tenants to cover the costs of processing an application to rent a property. This will be deducted from the initial monies due when the tenancy proceeds. This includes the tenancy agreement, credit check and check in charges.

Assured Short-hold tenancy

The type of agreement most commonly used when the prospective tenant is an individual and the net rent is less than £25,000 a year. The tenancy is for a fixed period, thereby guaranteeing the landlord a fixed date when his property will be vacant. This can be no longer than 3 years or a long-hold tenancy agreement or a long – hold tenancy agreement will have to be inforced.

Agreement fee

The fee paid to letting agent for preparing the tenancy agreement, usually shared equally between the landlord and the tenant.

Check in

The meeting at the beginning of the tenancy when the inventory is checked and the schedule of condition is agreed usually this is carries out by one of our experienced member staff.

Check out

The meeting at the end of the tenancy when the inventory is checked and the schedule of condition is agreed one of our experienced member staff usually carries this out.

Cleared funds

Monies due in a form that does not have to clear through the banking system, usually a banker's draft, bank automated credit or cash payment.

Credit reference agency

A company used by the letting agent to verify the credit worthiness of a prospective tenant.

Damages

Referred as 'dilapidations', this is any damage caused to the rented property by the tenant, or resulting from any breach of the terms of the tenancy agreement.

Deposit

A sum of money paid by tenant in case they fail to comply with the terms of the tenancy agreement. This is usually equivalent to 9 months rent, and is held by the agent in a stakeholder capacity.

Extension

Also referred to as 'renewal', this is any extension or continuation of a tenancy after the expiry of the original term.

Fixtures and fittings

Includes references to any of the fixtures, fittings, furnishings i.e. curtain door handles etc. or effects, floor, ceiling or wall coverings.

Gas safety certificate

A safety record or certificate issued annually by a CORGI registered engineer to ensure all gas appliances, pipe work and flues are safe.

IT is legal requirement for all landlords to comply with the regulations.

Guarantor

A third party who is discharging the tenant's obligations under the terms of the tenancy agreement if the tenant defaults and fails to do so.

Initial monies

The monies due from the tenant before the tenancy starts, to cover the deposit, first month or quarter's rent, tenancy agreement fee and check in charge.

Inventory

The document drawn up prior to the commencement of the tenancy by one of our experienced member's staff, which includes all the fixtures and fittings in the property.

Landlord

Includes anyone owning an interest in the property that would be entitled to possession of the property at the end of the tenancy. Where there are joint owners the obligations and liabilities are joint and several.

Premises or property

The address of the property to be let, which includes any part or parts of the building, boundaries, fences and garden belonging to the landlord unless specifically excluded from the tenancy. If the property is part of a larger building (i.e. an apartment) the property includes the use of common parts.

References

Confirmation of the creditworthiness and suitability of the tenants to undertake the tenancy. This may be obtained from a credit reference company or applied for from an employer, bank and previous landlord.

Tenancy agreement

The legal document setting out all parties to the agreement, the terms of the tenancy, and the landlord and tenants obligations.

Tenants

One or more individuals or companies named a tenant in the tenancy agreement. Where there are joint tenants the obligations and liabilities are joint and several.

Terms or tenancy

This is the entire period that the tenant remains in occupation of the property, including any extension or renewal period.