



RESIDENTIAL LETTINGS

A Guide for Tenants

FBM Lettings
Slate House, St Julian Street,
Tenby, Pembs. SA70 7AU
www.fbmlettings.co.uk

Offices also at

Haverfordwest, Milford Haven, Narberth and Pembroke.

An introduction.....

FBM is an independent partnership of established and experienced Estate and Letting Agents, with over 150 years involvement in all aspects of property management, operating to standards laid down by the National Association of Estate Agents.

We let and manage a large number of properties throughout Pembrokeshire. From single room apartments, to country cottages, to the largest houses.

Our aim is to find for you the property that meets your requirements both in terms of cost and accommodation.

The checks that we make with landlords ensure that the property you are renting meets all safety guidelines, eg. Gas Safety Certificates etc.

For your financial peace of mind we operate a Tenancy Deposit Protection Scheme in respect of security deposits (bonds).

The Residential Lettings Department of the FBM Group is based at:-
Slate House, St Julian Street, Tenby, Pembs. SA70 7AU
Telephone: 01834 849288 Fax: 01834 844525
email: enquiries@fbmlettings.co.uk

Our offices in Haverfordwest, Milford Haven, Narberth and Pembroke will also be pleased to assist in your search for your ideal property.

We hope that the following pages will provide some assistance in finding your ideal property - the most important factor to remember is that we are here to help you and are happy to give advice, without any obligation on your part.

RESIDENTIAL LETTINGS

Renting - the process.....

- 1). Decide on what kind of accommodation you need - be as flexible as possible, as this will give you the widest choice.
 - 2). Be aware that some landlords do not allow pets, so if you have any, please advise us at the beginning of your search.
 - 3). Decide on the districts in which you would be happy to live - again be as flexible as possible to increase your choice from the available properties.
 - 4). Decide on your budget for the rent, remembering that you will probably also be responsible for Council Tax, TV Licence, telephone and utility bills.
 - 5). Come and see us, complete the application form and one of our team will start the search process. This is where the experience of our staff comes into play as with their local and market knowledge they are often aware of tenancies that are coming to an end or a new property that is about to come onto the market.
 - 6). Once a choice of property has been made, viewings are arranged. These are often accompanied by a team member or arranged direct with the landlord.
 - 7). If you decide that the property is for you then the formal paperwork begins and of course we will assist you throughout the process.
 - 8). References are taken up and once received, a recommendation is made to the Landlord.
 - 9). Once agreed, the Assured Shorthold Tenancy agreement is drawn up and signed by the Tenants and Landlord.
 - 10). The first month's rent and security deposit are paid - usually in cash or by banker's draft (unless there is adequate time for a cheque to be cleared through the banking system).
 - 11). One of our representatives will accompany you to the property to hand over keys and to explain about heating systems, alarm systems and take meter readings etc.
 - 12). Move in - the property is now your home for the term of the agreement.
- Finally, any problems with the property during the tenancy, difficulties with paying the rent etc - please speak to us as soon as possible and we will do our best to assist.

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Tenant.....what does that entail?

As a tenant, you have certain rights but also assume certain responsibilities, as specified in your tenancy agreement.

The tenancy agreement is a legal document that details the terms under which you have rented the property and should be read carefully.

It will provide:-

- The names of the Landlord and Tenant.

- The address of the Landlord or Agent who will be looking after the property.

- Detail of the rent and deposit (bond).

- Rent review dates.

As a Tenant you must: -

- Pay your rent on the due date - to meet your obligations, standing orders must be dated two days prior to the due date.

- Look after the property - you are not expected to maintain the property but you do have a duty of care regarding basic maintenance. Eg change light bulbs, keep smoke detectors in working order and keeping the property clean etc.

- Pay utility, telephone and Council Tax bills (as set out in your agreement).

- Respect your neighbours - for example if you have an allocated parking space, don't park in your neighbour's space. Dispose of rubbish considerately.

- Tell the Agent or your Landlord if you are going away for longer than 14 days.

- Report faults to the Agent or Landlord promptly to limit damage to the property.

As a Tenant you must not: -

- Decorate or alter the property without the written permission of the Agent or Landlord.

- Use the property for business purposes.

- Sub-let without the written permission of the Agent or Landlord.

Insurance.

- The Landlord is responsible for insuring the buildings and if furnished, the contents that belong to him/her.

- The Tenant is responsible for insuring his/her own items of property.

Any question?

If you have any questions or concerns please pop in to our Residential Lettings Department in Tenby or give us a ring on 01834 849288 or contact any of our other offices they will be pleased to help.

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Property requirements for.....
Address.....
Telephone.....Mobile.....

Please complete the form below to help us locate the right property for you.

Number of Occupants.....adults.....children.

Where would you like to live? Eg area, town, village or say within ? miles of ?
.....

The Property. (Tick acceptable choices)

House.....Detached.....Semi Detached.....Any.....

Bungalow.....Detached.....Semi Detached.....Any.....

Apartment.....Purpose built.....Converted.....Any.....

Bedrooms. (State minimum numbers).

Doubles.....number required.....

Singles.....number required.....

Living Rooms.

The combinations available in living areas vary immensely. Please advise any specific requirements eg must have separate dining area.
.....
.....

Garage.

Is a garage required?.....Yes.....No.....

Is parking required?.....Yes.....No.....for how many vehicles.....

Outside Space.

Do you require a garden or outside space?.....Yes.....No.....

Pets.

What pets do you have?.....

If dogs please advise breed.....

Please detail any special requirements that may be required eg for disabled family members etc.
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Please return this form to your nearest branch of FBM Lettings, where you will be kept fully informed of any properties that meet your requirements.

THE FBM GROUP

Comprises

FBM Estate Agents

Slate House, St Julian Street, Tenby, Pembs. SA70 7AU

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01646 698469

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Mortgage Advice Bureau

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FBM Commercial

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01834 860471

FBM Lettings

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