



FIELDING PROPERTIES

Information For Tenants

Please Read This And Keep It In A Safe Place – It Is Important!

Our Contact Details

Your letting agent is Fielding Property Management Limited, company registration number 9277223, trading as Fielding Properties.

The office is located at: 8 Sheaf Street, Daventry, NN11 4AB 0843 886 6931

Please note: Our office is not staffed all day and we are very busy people. Therefore, if you want to see us please telephone in advance to make an appointment to ensure that we are there and have time to speak with you. Our normal hours are 9.30am to 6.00pm, Monday to Friday.

Rent Payment

Your monthly rent must be paid each month by standing order. The rent must be **cleared** into our bank account by the monthly anniversary of your lease signing – as it takes up to three days for funds to transfer, we would recommend that you set up your standing order accordingly. It is your responsibility to monitor your bank account to ensure that the payment is made every month. If for any reason it has not left your account by the rent due date, you will need to call the office to arrange an alternative payment method. Failure to do so may result in penalty charges. Our bank account details are as follows:

Bank: Metro Bank Account Name: Fielding Property Management Limited – Client Account
Account Number: 35761586 Sort Code: 23-05-80

Please ensure that the first line of your address is used as a reference, so that we can identify your payment.

Your Deposit

Under recent government legislation, Fielding Properties are now obliged to transfer your deposit into an approved tenancy deposit scheme. Your deposit is held by The Deposit Protection Service and will be released at the end of your term of tenancy, subject to a mutual agreement of any deductions required. A deposit reference number will be issued to you on submission of your deposit into the scheme. Our Agent ID number is **1657783**. The Deposit Protection Service can be contacted via www.depositprotection.co.uk or by telephone on 0870 7071 707.

Utilities

It is your responsibility to ensure that your utility supplier has the correct meter readings and billing information from the start of your tenancy. If you do not transfer the utilities into your name and pay the resulting bills, this will effect the return of your deposit at the end of the tenancy as you must provide evidence that all utilities are paid and up to date before it is returned.

Gas - The thing that identifies your gas supply is the meter point number, you can find this out and also who supplies your home by phoning the national Meter Number Helpline on 0870 608 1524.

Electricity - To find out who supplies you, you must contact the distributor for your area, who should be able to tell you your Mpan number and who currently charges for the electricity for your home. Please call 0800 056 8090 to find out who supplies your property.

Water – The majority of the properties in and around Daventry are supplied by Anglian Water. They can be contacted on 08457 91 91 55. You will need to have your meter number of full address and postcode to hand.

Council Tax – You are liable for all council tax charges and must inform the council when you move in. Daventry Council's council tax department can be called on 01327 302 293

“How To Rent”

You have been emailed a copy of this Government guide, but it can also be downloaded from this website - www.gov.uk/government/publications/how-to-rent

Additional Charges:

Loan of keys held by Fielding Properties after 6pm or on a weekend or bank holiday:	£50.00
Duplicate copy of lease or inventory, should you misplace or destroy yours:	£25.00
Any maintenance carried out by tradesmen as a result of your misuse or error in operation	Cost + £25.00
Unnecessary visits by Fielding Properties with regard to the above or for any other reason	£25.00

Stay In Touch!

We aim to keep all our landlords informed of topical, relevant information or anything that we find amusing on our Facebook page – www.facebook.com/fieldingproperties. All likes and shares appreciated!



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Tenant(s) Declaration

Name(s)

Property Address

I have received the counter part of the signed tenancy agreement Yes / No

I have received a copy of the independent inventory / schedule of condition Yes / No

I have viewed a copy of the energy performance certificate Yes / No

I have viewed a copy of a valid landlord's gas safety certificate Yes / No

OR

I am aware there is no gas in the property Yes / No

I have received a copy the Government "How to Rent Guide" Yes / No

I have received information on where my deposit will be held
and how it will be protected Yes / No

The obligations of the tenancy have been explained to me Yes / No

I understand that under no circumstances am I permitted to sub-let the property
and that any guests staying for longer than one week must be approved in advance
by Fielding Properties. Yes / No

I am aware that, as stated in my tenancy agreement, I am responsible for
arranging and paying for my own contents insurance. Yes / No

I understand what to do and who to contact if I need to report
a maintenance problem at the property Yes / No

I have received the condensation/frost information form and
understand the obligations relating to this Yes / No

I have received a copy of "Guidance on Legionnaire's Disease for Tenants" Yes / No

I understand what to do and who to contact if I need to report
an emergency at the property and information has been provided Yes / No

I understand what will happen if I wish to vacate the property
and who I need to contact and the procedures relating to the
deposit following the end of the tenancy Yes / No

I consent to my personal information and contact details (including name,
telephone number and email address) being shared with Contractors and other
Third Parties in connection with any maintenance issues or safety checks that
may arise during my tenancy. Yes / No

You consent to your personal information being passed to our Utility Management
Partner, Ittria Limited who will pass your details over to the current utility providers
and local council of the property. Yes / No

Signed

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Dated



It Is Your Responsibility As The Tenant To Prevent Condensation and Mould Growth In Your Property – This Guide Is For Your Benefit

It is well known that in recent years some houses and flats have suffered from condensation. Walls and ceilings, and sometimes floors become damp and sometimes discoloured and unpleasant as a result of mould growing on the surfaces.

Why does condensation occur?

Condensation occurs when warm moist air meets a cold surface. The risk of condensation therefore depends upon how moist the air is and how cold the surfaces of rooms are. Both of these depend to some extent on how a building is used.

When does condensation occur?

Condensation occurs usually in winter because the building structure is cold and because windows are opened less and moist air cannot escape.

Where does condensation occur?

Condensation which you can see often occurs for short periods in bathrooms and kitchens because of the steamy atmosphere and quite frequently for longer periods in unheated bedrooms, it can also occur on occasions in cupboards, corners of rooms where ventilation and movement of air are restricted. Besides condensation on visible surfaces, damage can occur to materials which are out of sight for example from condensation in roofs.

What is important?

Three things are particularly important:

- a) to prevent very moist air spreading to other rooms from Kitchen and Bathrooms, or from where clothes may be put to dry.
- b) to provide some ventilation to all rooms so that moist air can escape
- c) to use the heating reasonably.

The following notes give advice on how you, the tenant, can prevent serious condensation in your home:

Reduce moisture content of room air

- a) good ventilation of Kitchens when washing or drying clothes or cooking is essential. If there is an electric extractor fan use it when cooking or washing clothes, particularly whenever the windows show any signs of misting. Leave the fan on until the misting has cleared.
- b) If there is not an extractor fan open a window but keep the door closed as much as possible.
- c) After bathing or showering keep the bathroom window open and shut the door for long enough to dry off the room.
- d) In other rooms, provide some ventilation. In old houses a lot of ventilation occurs through fireplaces, flues and draughty windows. In modern flats and houses sufficient ventilation does not occur unless a window or ventilator is open for a reasonable time each day and for nearly all the time a room is in use. Too much ventilation in cold weather is uncomfortable and wastes heat. All that is needed is a very slightly opened window or ventilator. Where there is a choice open the upper part, such as a top hung window. About 10 mm opening will usually be sufficient.
- e) Avoid the use of portable paraffin or flueless gas heaters as far as possible. Each litre of oil used produces the equivalent of about a litre of liquid water in the form of water vapour. If these heaters must be used make sure the room they are in is well ventilated.
- f) If condensation occurs in a room which has a heating appliance with a flu, the heating installation should be checked as the condensation may have appeared because the appliance flue has become blocked.
- g) Do not use unventilated airing cupboards for clothes drying.
- h) If washing is put to dry, for example in a bathroom or kitchen, open a window or turn on the extractor fan enough to ventilate the room. Do not leave the door open or moist air will spread to other rooms where it may cause trouble.

Provide reasonable heating

- a) Try to make sure all rooms are at least partially heated. Condensation most often occurs in unheated rooms.
- b) To prevent condensation, the heat has to keep room surfaces reasonably warm. It takes a long time for a cold building structure to warm up so it is far better to have a small amount of heat for a long period of time, than a lot of heat for a short period of time.
- c) Houses and flats left unoccupied and unheated during the day get very cold. Whenever possible, it is best to keep the heating on, even if left at a low level.
- d) In houses, the rooms above a heated living room benefit to some extent from heat rising through the floor. In bungalows and in most flats this does not happen. Some rooms are especially cold because they have a lot of outside walls or lose heat through a roof as well as walls. Such rooms are most likely to have condensation and some heating is therefore necessary. Even in a well insulated house and with reasonable ventilation it is likely to be necessary during cold weather to maintain all rooms at not less than 10°C in order to avoid condensation. When living rooms are in use their temperature should be raised to about 20°C.

Mould Growth

Any sign of mould growth is an indication of the presence of moisture and if caused by condensation gives warning that heating or ventilation may require improvement.



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Guidance on Legionnaires Disease for Tenants

Domestic hot and cold water systems can provide an environment where Legionella Bacteria may grow. This can cause Legionnaires Disease which is a potentially fatal form of pneumonia caused by inhalation of small droplets of contaminated water containing Legionella Bacteria.

This advice sheet gives tips to tenants of rented domestic properties on how to minimise the risks associated with Legionnaires Disease.

Most importantly, make sure that:

- Hot water in the system remains hot.
- Cold water is kept cold.
- The water is circulated around the system.

In particular, it is important that you remember the following:

- Do not interfere with the settings on your boiler or hot water system. The hot water should be set so as the water is heated up to 60 degrees.
- Cold water should run below 20 degrees once standing water in the pipes has been run off.
- Your hot water should be running at 50 degrees or above.
- There should be no debris or discolouration of your water.

Where showers are fitted:

- If showers are only being used periodically, it is important to flush them through occasionally for a minimum of 2, standing as far away from the shower as possible.
- Clean, descale and disinfect shower heads at least every 3 months.

When your property is left vacant for any period of time, it is important that you run the system through thoroughly for at least 2 minutes on your return.



Have you downloaded our app yet? This enables you to report repairs and maintenance issues, gives you direct contact details for every staff member, has a list of available properties updated in real time and much more.

Search “Fielding Properties” in the App Store or on Google Play, or alternatively follow the links from the page on our website.



Are you happy with the service that you have received from Fielding Properties? If not, obviously please let us know... but if you are, we would be very grateful if you would take five minutes to leave a short review on the All Agents website – www.allagents.co.uk/fielding-properties/