

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, NNI 1 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. We are available on the telephone 9.30am to 6.00pm, Monday to Friday, office hours vary.

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 affect 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 – your supplier is detailed on the front of your inventory, if you need any further help you can contact the Meter Number Helpline on 0870 608 1524.

Electricity – your supplier is detailed on the front of your inventory, if you need any further help you can contact Western Power on 0800 096 3080

Water – The majority of the properties in and around Daventry are supplied by Anglian Water. They can be contacted on 03457 919 155.

Council Tax – You are liable for all council tax charges and must inform the West Northamptonshire Council when you move in, you can do this online at: <https://www.westnorthants.gov.uk/council-tax>
We will require proof that you have registered for council tax, this must be emailed to us as soon as you have done so.

Renters' Rights Act Information Sheet 2026

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

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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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 mildew 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 which means 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:

- to prevent very moist air spreading to other rooms from kitchen and bathrooms, or from where clothes may be put to dry
- to provide some ventilation to all rooms so that moist air can escape
- 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

- 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.
- if there is not an extractor fan open a window but keep the door closed as much as possible.
- after bathing or showering keep the bathroom window open and shut the door for long enough to dry off the room.
- 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, leave trickle vents open if your windows have them fitted, or leave a window on the night latches. About 10 mm opening will usually be sufficient.
- 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.
- 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.
- do not use unventilated airing cupboards for clothes drying.
- 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.
- use a dehumidifier unit.

Provide reasonable heating

- try to make sure all rooms are partially heated. Condensation most often occurs in unheated rooms.
- 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.
- houses and flats left unoccupied and unheated during the day get very cold. Whenever possible, it is best to keep the heating on at a low level.
- 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 loose 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 minutes, 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.

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REPAIRS and MAINTENANCE

All repairs and maintenance issues are to be reported as they occur **BY EMAIL** to : nadine@fieldingproperties.co.uk please make sure that you include your address on the email.

You must not wait until a property inspection to report a repair!

Do not report repairs or contact us by WhatsApp under any circumstances, we do not use this for company communication.

EMERGENCIES

We understand that you may have an emergency outside our working hours, an emergency is:

- No heating (when temperatures are **sub-zero**)
- No hot water
- Loss of water supply : contact your water supplier first - Anglian Water 08457 145 145 / Severn Trent 0800 783 4444
- Burst pipes/severe leaks
- The property is not secure

If you have an emergency and it is out of hours, you need to call 07904 156196 and **LEAVE A VOICEMAIL** please also send an email to include your address and details of what has happened. Phones are not monitored 24/7 outside of working hours but voicemails are checked and if it is an emergency we will call you back. **DO NOT REPEATEDLY CALL! PLEASE PHONE ONCE AND LEAVE A VOICEMAIL** (to include your address and the details of the emergency), **PLEASE BE PATIENT AND WAIT FOR A RESPONSE**

Please note If it is not a genuine emergency and following a call out the contractor finds that it is a routine repair which could have waited until the next working day, you will be **held liable for the cost** of the out of hours call out.

Gas leaks

If you suspect a gas leak, please call **CADENT** emergency **0800 111 999** - 24 hours a day.

Other

Throughout your tenancy you are responsible for:

- Replacing light bulbs in all light fittings
- Testing your smoke detectors and carbon monoxide detectors at least once a month
- Replacing batteries in smoke detectors and carbon monoxide detectors

Property address : _____

Tenant/s name/s : _____

Please sign to say that you have understood the information on this form and that you also have been given a copy for your records.

Tenant/s signature/s : _____

Date : _____

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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 "The Renters' Rights Act Information Sheet 2026" 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 confirm that I will register for Council Tax and with all utility companies, transfer accounts into my own name and confirm that I will prove evidence to Fielding Properties of having done so within 14 days of my tenancy commencing. 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

Signed

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Dated