

HMO information



Thank you for your interest in renting a room in this House of Multiple Occupancy. We aim to provide a high standard of accommodation and for our tenants to live together happily and harmoniously.

Our 4 main criteria for living together are simple:

- Don't be noisy
- Keep the place clean and tidy
- Pay the rent on time
- Show respect for others.

Because we want the tenants in our house-shares to get on well, we try wherever possible to give existing and prospective occupants the opportunity to meet each other before any decisions are made.

If you're looking for party central then we suggest you'd be better looking elsewhere – while we like our housemates to be sociable, if there's a chance that you will upset your neighbours, either within the house or in the surrounding properties, then this isn't the house for you. Similarly, if you know you can't be relied on to tidy up after yourself in the communal areas then please consider looking for self-contained accommodation instead.

Planning restrictions and amenity standards dictate that each room can only be occupied by a single person. Occasional overnight guests are permitted – up to two nights per week – but please have the courtesy to warn your housemates if you have someone staying over. We cannot accommodate pets of any kind, and smoking is not permitted anywhere in the house.

Included in your room rent are the following:

- Bed frame, mattress and mattress protector, curtains, lampshade
- Wardrobe, dressing table / desk, chair, bedside table, bookshelves
- Anything that's fixed to the walls/doors (e.g. picture rails/hooks, towel rails, curtain poles)
- Unlimited high-speed Internet & wi-fi (currently with Virgin Media's 150MB service)
- Use of the communal areas – including kitchen equipment – and rear garden
- A weekly clean of the communal areas and shared shower rooms (but we still need everyone to clean up after themselves and leave the place tidy!)
- All utility bills – but please don't be wasteful!
- Your share of the council tax for the house (if the house should ever be re-banded, making tenants individually responsible for their own council tax, then this will be taken off the rent)
- At present we do not charge for the use of the washing machine and tumble dryer, but if the service is abused then we reserve the right to install coin meters.

If you would like to have your room and/or ensuite shower room cleaned then you may be able to come to an arrangement with the cleaner, but this is your own responsibility. There is a TV licence for the communal areas but unfortunately you're required to buy your own licence if you want to watch TV or BBC iPlayer in your room. Landlord insurance policies do not cover tenants' belongings; if you require cover then you need to arrange this yourself.

We don't include bed linen and towels as standard, as most people already have their own; however, we are happy to offer a bedding or bedding-and-towels package as follows:

Package A: Bedding only: £50 <ul style="list-style-type: none">• Double duvet (10.5 tog)• Two pillows• Double sheet and duvet cover set	Package B: Bedding & towels: £65 As bedlinen set, plus <ul style="list-style-type: none">• Bath sheet (large bath towel)• Hand towel
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If you require either of these packages then please let us know, and provide payment, at least a week before your move-in date. Let us know if you have a colour preference and we'll do our best to accommodate your request. The items will of course be yours to keep, as will the mattress protector.

Setting up your tenancy

Before you decide to apply for a tenancy, we need to make sure that you have seen the DCLG's "How to rent" booklet. You can download it from www.gov.uk/government/publications/how-to-rent.

The next step is to complete the application form; this will usually be done online – we'll email it to you on request – or alternatively you can download and print the forms from our website (see below). Forms must be completed in full and signed. With the online application there is also the option to upload your scanned ID documents, which will allow us to process your application more quickly, although we will still need to see the originals before signing a tenancy agreement. If your credentials are less than ideal (or if you would rather provide a guarantor than pay a deposit) then we will also require a guarantor – who is based in the UK and owns their own home – to complete the guarantor application form. The forms then need to be submitted with the £50 application fee.

We also ask you to sign for a pre-tenancy document pack confirming that we have provided you with the information legally required in connection with a tenancy.

Where possible, we like to visit prospective tenants at home, as a home visit gives us an indication of how you will treat our property. This is a good time for us to see your original identification documents (photo ID plus proof of NI number, income, current address and right to rent in the UK, and bank statements) and discuss things like the tenancy start date and any particular needs you may have. It will help us if, as well as showing us the originals, you can have copies of your ID documents available to give us (if you haven't already uploaded scans with your application).

We'll then arrange for various checks to be carried out, including a credit check and references from your employer and current & previous landlords. Make sure your referees are expecting our enquiry and are ready to respond quickly! Credit and employer checks will be carried out for your guarantor as well. **You need a provable income of at least three times the annual rent, and an acceptable credit score and references.** If you fall short of this level then all is not lost, but your guarantor *must* meet the criteria. Your guarantor needs to be aware that he/she will be liable for any shortfall in your rent payments and the cost of any damage caused that is not covered by your deposit, for the entire duration of your tenancy.

The application fee may be paid by cash or bank transfer; bear in mind that any non-cash payments have to be cleared before your application is complete. It is non-refundable if we carry out tenant referencing on you, regardless of whether you pass or fail; however, if someone else is offered, and accepts, the tenancy before we get to the stage of pursuing your references then we will refund your application fee.

We will continue to market the property until a complete application has been received; we will then stop actively marketing it while we follow up references. Any applications received subsequently will be followed up if the first one is unsuccessful.

If the results of all our checks are satisfactory then – if applicable – we and your guarantor will sign the deed of guarantee. After that the tenancy agreement can be signed. We will take the deposit at this stage, and will protect it in the Government-approved Deposit Protection Scheme. If the deposit has been provided by someone else then please make sure we are aware of this, as we are also required to provide them with the prescribed information. We'll also ask you to set up a standing order for your monthly rental payment, though we will require the first month's rent in cash or via bank transfer, on or before the tenancy start date.

On the tenancy start date we'll check you in and ask you to agree the inventory, and will leave a copy with you. We also provide a Tenant Information Pack with information on the area and the house, plus advice on maintenance and emergency procedures. We'll take the first month's rent (if not pre-paid) then give you the keys and leave you to enjoy your new home!



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