**John and Claire O’Neill, t/a Kent Property Services**

A summary of our terms and conditions of letting.

Introduction

We provide quality homes for both long and short term housing:

Our long term properties are let under an Assured Shorthold Tenancy (AST) for periods of a minimum of 6 months, then after on a periodic month to month tenancy with two months’ notice to vacate.

Our Short term properties are let via local Borough Councils in the Kent area. This tenancy is based on a nightly occupancy with reasonable notice period of 24 hours or more depending on circumstances. This tenancy is classed as an excluded occupier tenancy which is detailed under the Protection from Eviction Act 1977.

How we let properties

1. We let long term homes under an Assured Shorthold Tenancy Agreement (AST). This agreement is provided by the National Residential Landlords Association (NRLA). The private tenant is responsible for the rent and all outgoing costs in terms of the utilities, water rates and council tax. They are responsible for any damages to the property. Full details of all the tenants’ responsibilities are provided in the AST provided at the start of the tenancy.

(Our bedsit properties in one of our shared houses include all the utility bills and are therefore our responsibility).

1. We let short term temporary accommodation on a nightly basis to local Borough Councils on an ad-hoc basis. The local authority will place their eligible client candidates into our properties under an excluded occupier licence. The placing authority is ultimately responsible for the costs of the utilities, including water rates and council tax should their client not pay these.

Damages and excess cleaning after the authority’s candidates have vacated our property are initially billed to their client candidates. Ultimately it is the responsibility of the authority renting the property should their client refuse to pay our bill.

Eligibility for Long term accommodation (AST)

As a responsible landlord we reserve the right to reject applicants who:

* owe their current or previous landlord a debt.
* will struggle to pay the rent, and by taking on a tenancy they would struggle financially.
* have a history of anti-social behaviour, including domestic abuse and violence.
* Have a history of damage to person or property.
* provides false or misleading information in their application.
* do not have valid immigration status.

We consider all cases individually and regularly review our decisions to make sure our decision making is fair and we don’t discriminate.

Eligibility for Short Term temporary accommodation

The local authority will have their own eligibility criteria which we will work with as far as possible. We do however reserve the right to reject where we are properly informed, candidates that have history of anti-social behaviour, domestic abuse, violence and have caused damage to persons or property.

Equality Statement

We want to make sure that no person receives less favourable treatment from us on the grounds of age, disability, gender reassignment, marriage, civil partnership, pregnancy, religion or belief, race, sex or sexual orientation.