

 This guidelines document is provided as a handy point of reference and is not an exhaustive list of exclusions or requirements. It should be used in conjunction with the full **Terms and Conditions** document which is available on our website.

- ✔ The managing agent/landlord must have a full and detailed inventory signed by the tenant at the start of the tenancy and other than in the case of absconding tenants, also at the end of the tenancy. In all cases this should mirror the initial inventory which was signed by the tenant. Any amendments should be made as and when necessary. Please see diagram below for an example of an inventory layout:

| Item | Condition | Further Information This must be provided if the condition is average or poor |
|--------------|-----------------------------------|--|
| Freezer | Excellent / Good / Average / Poor | None Required |
| Coffee Table | Excellent / Good / Average / Poor | Scratch approx 3 inches long on side |

- ✔ The managing agent/landlord must include the following Smart Deposit Solution wording within the tenancy agreement or have a separate addendum which the tenant must sign containing the following wording: "You have entered into the Smart Deposit Solution scheme provided by FCC Paragon. You have signed and accepted the legally binding declaration that should there be any monies owing to the landlord at the time you vacate the property, you are obliged to pay, whether this be in respect of dilapidations or unpaid rent. Under the terms of the scheme you may be pursued for recovery of such sums".

- ✔ You must ensure you remove all references to any other tenancy deposit scheme from the tenancy agreement and if you are taking this warranty you must not collect any form of deposit from the tenant.

- ✔ Please ensure that any requirements which are deemed necessary on the referencing conclusions are adhered to.

- ✔ Should a situation occur which could give rise to a claim, please ensure that a claims form is completed and received by us within 31 days of you obtaining vacant possession.

- ✔ Ensure that all tenants and guarantors (if applicable) on the tenancy agreement have been fully referenced by us, and are assigned correctly to the tenancy agreement

- ✔ Ensure that the warranty contract runs in line with the tenancy agreement. If the tenancy becomes periodic we will invite renewal every 12 months.

- ✔ Ensure payment for the warranty is received and cleared by FCC Paragon before the tenant is allowed to take occupation of the property.

- ✔ To avoid dispute we suggest you include the following paragraph within the tenancy agreement :“ As you have chosen to apply for this tenancy by means of a Smart Deposit Solution, and therefore not paid a deposit, any reference to Tenancy Deposit within the AST becomes void.”