

Guidance for Tenants

When a suitable property to rent has been found, we will draw up a rental agreement for you and the Landlord to enter into. For this we will require a photocopy of your passport if you are a foreign national, or Thai ID Card for Thai Nationals. If the commencement date is not immediate, then a payment to indicate your commitment (which serves as a booking deposit) is usually requested.

Security Deposit

Before your tenancy commences you will be required to pay a security deposit, which is normally equivalent to a maximum of two months rent. In some cases it is only 1 months rent, it depends largely upon the disposition of the Landlord and the rental property itself – so its best to ask the question when viewing the properties. The deposit is held against any damages or expenses arising during your tenancy and will not be released until after you vacate the property, all rent has been paid up to date, utility bills paid and we have written confirmation of any costs for damages from both parties. No interest is payable to either party.

Inventory and Schedule of Condition

An Inventory and/or Schedule of Condition of the property, its contents, furniture, fittings and effects will be prepared. This will be checked and agreed with you at the commencement of your tenancy. It is important that you take care in agreeing the Inventory and Schedule of Condition at this stage as it will form the basis of any claim for damages, by your landlord, at the end of the tenancy. At the end of tenancy the Inventory and Schedule of Condition will be checked again. In your own interests we strongly recommend that you are present at both the check-in and check-out.

Rental Payments

All rent is payable in advance, usually directly to the Landlord, or if otherwise agreed to the agent. Should you experience any financial problems during the course of the tenancy it is essential that you contact either the Landlord or us immediately so that we can assist you.

Tenant's Obligations

You should be aware that responsibility for the property rests with the tenant during any tenancy. It is particularly important that any utility problems (electric, water etc) are reported immediately and the property is fully secured when you leave it unattended at any time.

During your tenancy, you will be required to deal with smaller items at your own cost, such as light bulbs etc but any problems that arise with other larger items fixtures, or appliances such as TV, Kitchen appliances etc, then you should bring to the Landlord's attention.

In rental properties such as condos, apartments or gated village developments, the tenant will also be bound by the rules and regulations affecting all residents within the block, controlled by the Juristic Manager or committee there. These rules may extend to the use of the communal facilities such as swimming pools, gymnasiums etc.

Utilities

The tenant is usually responsible for the payment of utility bills such as electric and water. This is extended to include, where necessary, utilities such as Internet, Satellite/Cable TV subscriptions.

In instances where you are renting a property long term (typically 6 months or more) and you require land-line ADSL internet or telephone utility, then you are most probably required to obtain any such service in your own name. In most cases the Landlord and the Agent will reasonably assist you with subscribing to such a service.

Restrictions

Please be aware that some Landlords impose certain restrictions in respect of the following:

- Pets
- Smokers

In almost ALL cases, pets (namely cats & dogs) are not permitted within Condominium buildings. Some houses within certain gated developments also have restrictions in this regard. There are also Landlords here who have stipulated no group bookings, or tenants of a specific nationality even. Please ask in each case if restrictions apply and we'll be happy to check for you.

Timescales

It usually takes a minimum of 1 working day before you will be able to move into your property. Although every effort will be made by all parties to accommodate your moving date, unfortunately, no guarantees can be made. Once the rental agreement has been signed by both you and the Landlord concurrent with payment of the first months rent and security deposit, we'll accompany you to the property and carry out the rental inventory and hand over the keys to you. After the Tenancy Agreement has been signed you will receive a counterpart copy for your retention

Advance Payment

Please note that an advanced payment of a month's rent and the security deposit must be paid before the keys can be released. Your initial payment can be made at our office by credit card or cash. In case of credit card payment, please note that the Thai Bank's impose a 3% credit card charge. You should also allow 24 hours for settlement to be made.

Tenants Content Insurance

The Landlord is not responsible for insuring any of your personal belongings. Therefore we strongly recommend that you obtain adequate contents insurance yourself. If you would like a free, no obligation quotation, please speak to one of our branch representatives or to our insurance team direct on for an instant quote. Our staff are licensed, qualified insurance brokers and search for the best, cost effective premium for you.

Non-Managed Lets

Where Paragon Properties is not responsible for the management of the tenancy, you will be given the Landlord's contact details in case you need to report any maintenance problems.

Our Obligations

Our obligations of your rental agreement will vary depending on which of the following services we provide for the Landlord;

- **Let and manage the property** - we will remain as your point of contact for all matters, any problems, repairs, maintenance, payment of rent etc.
- **Let the property and accept the rent** - we are here to receive the monthly rent but you are to deal directly with the Landlord on all other issues
- **Purely let the property** - then the Landlord is to be your point of contact for all issues upon commencing your tenancy.

You will be advised which of the above apply prior to your tenancy commencing but should you need further details regarding a specific property please contact us.