

IMPORTANT INFORMATION FOR TENANTS **October 2016**

Viewings and Making an Offer

You will be accompanied to properties by a member of W&S. Once you have identified a property you must make a formal offer. This offer will be forwarded to the Landlord for approval. All offers are subject to contract and references which means that you have no guarantee of a tenancy until you pass the referencing process, the tenancy agreement is signed, dated and all monies are paid in cleared funds. Either party can withdraw at any time, although if you have paid a holding deposit you may forfeit up to the whole of that sum as compensation. Once your offer has been accepted we will write to you confirming the terms of the offer. We will need proof of address and proof of ID for all applicants over 18. All adult occupants will have a **Right to Rent** check & we will need to see, & copy, original passports.

Fees

Holding deposit: A **non refundable** holding deposit of **£250** (on properties less than £2500 per month) and **£500** (on properties more than £2500 per month) will be taken once the landlord has accepted your offer. The holding deposit will be deducted from your first month's rent and fees/charges.

Before you move in:

Set Up Fee (tenant's share): £222 inc vat Referencing **one** tenant (identity, immigration and visa confirmation, financial credit checks, obtaining referencing from current or previous employers/landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement

Additional Tenant Fee: £72 inc vat Processing the application, identity and immigration status check and reference

Guarantor Fee: £72 inc vat Covering credit referencing and preparing a Deed of Guarantee as part of the tenancy agreement

Permitted Occupier Fee: £18 inc vat Covering identity, immigration and visa confirmation checks

Rent: This is usually paid monthly, in advance, by Bankers Standing Order.

Inventory check-in for unfurnished properties:

- 1 bed/studio **£138 inc vat**
- 2 bedrooms **£150 inc vat**
- 3 bedrooms **£180 inc vat**
- 4 bedrooms **£216 inc vat**
- 5 bedrooms **£246 inc vat**
- 5+bedrooms **by quotation**

If the property is larger than average or **furnished** please ask for a **quotation**.

Deposit: A deposit equivalent to **one and a half month's** rent is held during the tenancy against damage and dilapidation. **Pet deposit** (to cover the added risk of property damage) an **additional half month's rent** may be taken. All Tenants' deposits are held by us as independent Stakeholders. Full information on The Tenancy Deposit Scheme is available upon request.

During your tenancy:

Renewal of tenancy: £60 inc vat Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

Change of sharer: £222 inc vat Reference one tenant (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging tenancy and agreement

Ending your tenancy:

Agreed Early Termination of tenancy: £72 inc vat Preparation of Deed of Surrender if the Landlord agrees to release you early from the tenancy

Provision of Third Party Reference: £42 inc vat Collating information and preparing a reference for a future landlord or letting agent

Other fees and charges:

Last minute cancellation or change of appointments: £30 inc vat

Late Rent demand charges: £30 inc vat per letter (maximum 2 letters)

Unpaid rent/returned payment: £12 inc vat If payment by you is recalled and bank costs incurred

Interest on any unpaid or late rent: 3% over Bank of England Base Rate, calculated on a daily basis.