

INFORMATION FOR PROSPECTIVE TENANTS

HOW TO RENT A PROPERTY FROM US?

1. If you have decided you would like to take a property you have viewed you will need to contact us by telephone or email.
2. We will then run through whether you meet the relevant criteria, please see 'Will I be accepted as a tenant?' below.
3. Once the relevant criteria have been met you will be required to put down a holding deposit of £150 (this will go towards your 1 months rent deposit on the day you move in). Your referencing fees of £140 per person will also need to be paid. All payments can be made by cash, cheque, debit card or credit card via Paypal. If you would like to make a bank transfer please contact us for further assistance.
4. You will then need to supply us with all the relevant documents (see 'What documentation do I need to provide?') within one week, or we may begin to re-market the property again.
5. When we have all of the relevant documents we will begin the referencing process which normally takes 2 days. This is done online and we will
6. Once the referencing is complete you will be able to move into the property. The move in day will then be agreed to which we will conduct an inventory.
7. On your move in day, we will meet you at the property to sign your tenancy agreement. You will also be required to pay your one months rent in advance and the rest of your deposit (1 months rent – £150 holding deposit).
8. When the tenancy agreement is signed and the rent and deposit are paid you will be given the keys to the property.

WILL I BE ACCEPTED AS A TENANT?

Applications from Professionals, Students, Employed and Self Employed are accepted. All applications will be subject to referencing and a deposit. A UK based guarantor is required for all applicants.

Employed Applicants

- If you are employed you are required to make a gross income of at least 2½ times the annual rent. This amount can be shared between multiple applicants, for example, if the rent is £500pcm/£6,000pa then the amount you would need to earn would be £1,250pcm/£15,000pa. This includes a UK based guarantor.

Student Applicants

- Student applicants will require a UK based guarantor.

Who can be my Guarantor?

There are 2 types of Guarantors: -

Financial Guarantors

- Must have a good credit history
- Must earn 3 times the annual rent of a property which can be split between more than one guarantor, for example, if the rent is £500pcm/£6000pa then the guarantor will need to earn £1500pcm/£18,000pa

Property Owning Guarantors

- Must have a good credit history
- Own their property
- Have equity in the property and not 100% mortgage

WHAT DOCUMENTATION DO I NEED TO PROVIDE?

From all applicants we ask for: -

- Identification (passport/driving license)
- Employer reference
- Financial reference (3 months bank statements)
- Previous landlord reference
- UK based guarantor

If you are employed we will need: –

- Wage slips for the last three months
- Letter of confirmation from your employer

Self employed applicants need to provide: –

- Three years worth of business accounts

Students will need to provide: –

- A letter from your University or College confirming that you are a student

All guarantors need to provide: –

- A filled in letter of guarantee

WHAT IS REFERENCING?

All of our reference checks include the following: -

- Written verification of employment/income
- Reference(s) for current landlord or letting agent
- Affordability calculation
- County Court Judgement (CCJ) search
- Bankruptcy & Insolvency Data
- Residency & Address Confirmation
- Alias Name Search
- Linked Addresses located and searched
- ID Verification Checks

WHAT HAPPENS ON MY MOVE IN DAY?

- An inventory will be conducted
- We will meet you at the property to sign your tenancy agreement. You will also be required to pay your one months rent in advance and the rest of your deposit (1 months rent – £150 holding deposit)
- When the tenancy agreement is signed and the rent and deposit are paid you will be given the keys to the property

WHAT IS AN INVENTORY?

- An inventory is a detailed record of the condition of the property. It is made up of a written report, photos and videos.
- Once you vacate the property you must leave the property in the same condition as your inventory states. A 'Check Out Report' of £65 per person is conducted to avoid any disputes between the landlord and tenants.

HOW MUCH IS THE DEPOSIT?

- 1 months rent is required and is to be paid on the day you move in. Sometimes a higher deposit might be required.

WHERE IS MY DEPOSIT HELD?

- We do not hold your deposit. It is transferred to The Deposit Protection Service (The DPS) after you move into the property.
- The DPS is the Government approved custodial tenancy deposit protection scheme. Tenancy Deposit Protection (TDP), as set out in the Housing Act 2004, requires that all agents/landlords protect their tenants' deposits under a statutory tenancy deposit scheme within 30 calendar days of receiving a deposit. The DPS will safeguard that deposit throughout the period of the tenancy and repay the funds to the appropriate parties in accordance with their instructions at the end of the tenancy period.

HOW THE DPS WORKS?

- The tenant pays the landlord or letting agent their deposit. The landlord/agent pays the deposit into The DPS within 14 days of receiving it.
- Following receipt of the deposit, the DPS will provide confirmation and details of the protection scheme being used to both the landlord/agent and the tenant.
- At the end of the tenancy, the landlord/agent and the tenant agree repayment of the deposit and inform the scheme administrators. The deposit repayment, divided accordingly and including any interest accrued, will be paid to each party within 10 days.
- If there is a dispute, the DPS administrators return any undisputed amount to the relevant party, but hold the disputed portion until the ADR service or the courts decide what is fair.