

TENANT'S GUIDE TO LETTING THROUGH CHARTWELL RESIDENTIAL

In order to secure the property for you we would require the following:

- A **Reservation Fee** is normally equivalent to one week's rental. This will be deducted from the deposit prior to the commencement of the tenancy. Please note this shows your intent, however, does not guarantee the Landlord will proceed. Should you withdraw from the property or the Landlord does not proceed due to the references the preliminary deposit is non refundable. It is essential the reference forms are completed accurately and fully to avoid any problems with your application.

- **Referencing forms** fully completed and signed together with payment in the sum of £45.00 per reference - UK based. If we need to obtain company reference or referees are based overseas (including the republic of Ireland) or have a non EU Passport this will increase to £55.00 per reference. Please note that the referencing company may recommend a UK Guarantor for the tenancy if you are on contract work, self-employed/ company with no accounts file for the last tax year or rent paid in advance for the term of the tenancy.

- **An administration fee** is payable by the Tenant in the sum of £192.00 including VAT for the tenancy agreement and £120.00 including VAT for the renewal administration. This is payable prior to the commencement of the Tenancy. This is towards the preparation of this Agreement and the cost of the credit check. And in the event of a change of tenant it may be necessary to compile a new tenancy agreement in which case the fee of £192.00 will apply.

- **Inventory:** unless otherwise detailed in your tenancy agreement you will pay for the inventory check-in at the start of your tenancy and the Landlord will pay for the inventory check-out at the end. The cost of the inventory check-in will need to be paid in full before the commencement of the tenancy. The cost will be dependent on the size and contents of the property. You are deemed to have accepted the content of the inventory report unless you notify Chartwell Residential and/or your landlord in writing of any changes which may be required within the first 7 days of your tenancy. Reasonable care will be taken when instructing independent inventory clerks but Chartwell accepts no liability for error or omission on their part.

Please be aware you will be charged for any missed or late appointments.

- **Utilities:** Chartwell Residential recommend The Tenant Shop if you require any assistance with transferring or opening your utility accounts. They also offer discounted packages and the best packages on Internet, TV and Phone services. Please let us know if you do not wish to be contacted by The Tenant Shop. You will be required to pay the costs of the usage for heating, water, gas, other fuel, TV license, council tax, telephone service costs, for the duration of your tenancy including renewals.

- **Right to Rent** The Applicant agrees to provide a valid passport and visa or work permit to the Agent at the time of signing the Application Form. The Applicant confirms he will provide full details of all persons over the age of eighteen years who will be residing in the Property at the start of the Tenancy (subject to contract, references and Right to Rent check) prior to signing the Tenancy Agreement and taking occupation of the Property. The Applicant also confirms that if any additional occupiers or any occupier changes during the Tenancy the Applicant will inform the Landlord and the Agent promptly and ensure that the person or persons meets the Agent or the Landlord to enable a copy of their passport, visa to work or study in the UK and if applicable work permit to be taken.

To avoid doubt if any person forming the Tenant or the occupier fails to comply the Landlord may take any necessary legal action to have the person evicted from the Property.

- To comply with Money Laundering Legislation we require the following to be certified by the Agent:

- Original passport and valid Visa (if non EU passport)

- Copy of a utility bill noting the address shown on the given ID document

- Right to Rent Immigration checks are required on all occupants over the age of 18 to ensure they have the right to live in the UK. Follow up checks are required if permission to stay in the UK is limited. Failure to provide documentation will result in notification to the Home Office

- If a company let we require the following:

- Letter from the company confirming the signatory is authorised to sign

- Photo ID of the signatory

- We must be in receipt of an original signed Tenancy Agreement, signed by all parties. Each page should be initialed and the back page signed and independently witnessed.

- Completed standing order form for future rental payments. This should be completed prior to the commencement of the tenancy and passed to Chartwell Residential who will forward to your bank. Should you wish to arrange this by internet banking please supply us with confirmation by email.

- Initial monies should be received in cleared funds at least 24 hours prior to the commencement date as follows by direct transfer to:

Nat West Bank Plc. Putney Branch

153 Putney High Street

London SW15 1RX

Chartwell (UK) LTD

Account Number: 86546082

Sort Code: 60-17-11

IBAN No: GB72NWBK60171186546082

Swift Code: NWBKGB2L

A Bankers Draft made payable to Chartwell (UK) Ltd will be accepted, however, 4 working days should be allowed for this to clear through the banking system.
Please note keys cannot be released until cleared funds and the original signed Tenancy Agreement are received. If bank charges are to be incurred for the transfer this must be added to the given amount.

N.B. Tenants must be aware that when using a contractor or cleaning company recommended by Chartwell Residential this does not transfer responsibility to Chartwell Residential nor to the contractor/cleaner for the condition of the property at the end of a tenancy. Tenants should make sure they are available to inspect the works undertaken and satisfy themselves that there are no outstanding issues. If there are areas for concern then they should be addressed at that point.

Please sign below to indicate your acceptance of these terms

I have read this Tenants Guide and accept the terms. I also confirm receipt of the Energy Performance Certificate and the DCLG 'How to rent guide'

Tenant's Name Signed.....

Tenant's Name Signed.....

Dated.....