



## INFORMATION SHEET – THE NEXT STEP

Address.....

### THE APPLICATION PROCESS

Having viewed the property, you would like to rent, the next step is to contact the office to make an application. Please note all persons over the age of 18 must be included on the Tenancy Agreement. Once an application has been made to our office it is put forward to the landlord. Once the application has been accepted by the landlord, the application fees need to be paid to secure the rental of the property (subject to contract). Once we are in receipt of this fee the property will be removed from the market. This fee is non-refundable should you either fail references or decide to withdraw for any reason.

### **APPLICATION FEES (inc VAT):**

Company Let application: £375.00

The above fees cover the cost of referencing and administration, which includes, but is not exclusive to the preparation of the legal tenancy agreement, checking of the Right to Rent documentation, proof of address and identification.

### REFERENCING

Referencing is carried out by The Letting Hub and the process usually takes 3-5 working days to complete. Please note that for a company reference to be undertaken, the business must meet the following criteria: A Limited (Ltd) or public limited company (PLC), Trading for 3 years or more, UK-based, Risk score of 60/100 or above, A satisfactory credit limit. Completed references will be shared with the landlord(s).

### RENT

The first month's rent needs to be paid as cleared funds on or before the date of move in and all subsequent monthly rents will need to be paid on the same date the tenancy commences. For example, move in date being 22<sup>nd</sup> January, all further rent payments to be received on or before the 22<sup>nd</sup> of every month thereafter. We will ask you to fill out a standing order form at the start of your tenancy to ensure all future rent payments are received on time. If you are aware that your rent monies are going to be late, it is important that you contact your Property Manager as soon as possible to inform them of this to help avoid a rent arrears charge. Please note that all named tenants are jointly and severally liable for the payment of rent due.

### DEPOSIT

A deposit is required at 1.5 times the monthly rental income and 2 times the monthly rental income if you have a pet. The deposit is held by Cheffins as stakeholder in a secure account. A fee of £36 is required for the deposit to be registered with the Tenancy Deposit Scheme. The deposit needs to be received in cleared funds on or before the date of move in. Bank details will be provided to allow for the transfer of these funds.

Who Will Pay the Deposit? (Please Tick)    Company                       Other

If 'other' please provide further details.....

### CHECKOUT

At the end of your tenancy Cheffins will arrange for Charles J Harrison to carry out a checkout inspection. As the tenant, you will be liable for the cost of this. The following fees are based on the number of bedrooms, whether the property is furnished or unfurnished and is payable at the commencement of the tenancy (please note, the fees are subject to any increase that may be levied by the independent inventory clerk).

PROPERTY SIZE	UNFURNISHED (inc VAT)	FURNISHED (inc VAT)
Bed Sit/Room in Shared Property	£80.00	£100.00
1 Bed Property	£100.00	£120.00
2 Bed Property	£120.00	£140.00
3 Bed Property	£150.00	£170.00
4 Bed Property	£180.00	£200.00
5 Bed Property	£210.00	£230.00
6 Bed Property	£230.00	£250.00

### PHOTO ID AND PROOF OF ADDRESS

Along with your application we also require a copy of photo ID (passport) and proof of address of no more than 3 months old (utility bills or bank statements) for any named permitted occupants and an authorised signatory for the business. Please note, this should be for the authorised signatory who also sign the contract. A VISA is required for non-EU residents. In accordance with recent legislation, ID will need to be certified within a 28-day period prior to the commencement of the tenancy for any named permitted occupants.

## INSURANCE

Tenants are required to hold contents insurance adequate to protect against any accidental damage to the property, its contents, furniture, fixtures and fittings not belonging to the Tenant and any liability that the tenant may incur as the occupier of the Property. The Tenant must provide written proof of such cover at the commencement of the Tenancy to the Landlords' Agent.

## TENANCY COMMENCEMENT DATE

Upon completion of satisfactory references and agreement from the landlord, we will liaise with you prior to the tenancy start date to arrange for a convenient date and time for you to collect your keys. On the day that your tenancy starts, you are required to have signed the contract and other associated paperwork and paid all monies due. Keys **WILL NOT** be handed over unless monies are received in cleared funds by this date and the agreement is fully signed by all relevant parties.

## INVENTORY

The Inventory Clerks will send a copy of the Inventory Schedule to your e-mail, so it is important to give the correct e-mail address on the application forms. If you have not received the inventory within 2 days of moving in, then please contact the office.

## UTILITY SET UP – TENANT SHOP

Please note that we use Tenant Shop to set up the utilities and council tax for your new home. Please read through the attached consent form and sign if you agree to proceed with Tenant Shop.

## DATA PROTECTION

For the purposes of the application process and you entering into a Tenancy Agreement we, as an agent, will be required to record and process certain personal information data about you (including sharing your information with a landlord, Third Party Utility Management Provider (Tenant Shop), Referencing Companies (The Letting Hub) and Inventory Management Company (Charles J Harrison).

The way we handle personal information which is considered to be 'personal data' under data protection legislation will be set out in our full privacy policy available on our website at [www.cheffins.co.uk/privacy-policy](http://www.cheffins.co.uk/privacy-policy).

For further details of how we handle your personal information and of your rights under data protection legislation, please contact the Compliance Officer at Cheffins, whose contact details are as follows - [privacy@cheffins.co.uk](mailto:privacy@cheffins.co.uk).

## ASSOCIATED FEES

### TENANCY AMENDMENT FEE (inc VAT)

If you require to make any changes to the agreement prior to your tenancy commencement date (e.g change of start date), then there will be an admin charge of £60.00

### RENT ARREARS (inc VAT)

If the rent is not received within 7 days of the rent due date, there will be a charge of £24.00.

### TDS FEE (inc VAT)

A fee of £36 is required for the deposit to be registered with the Tenancy Deposit Scheme.

### TENANCY AGREEMENT EXTENSIONS (inc VAT)

Where a Tenant(s) extends their initial fixed term onto a further fixed term or periodic Tenancy Agreement: £120.00

### EARLY RELEASE FEE (inc VAT)

Should you wish to end the tenancy earlier than your fixed term contractual tenancy period (subject to landlord approval), you will be liable to pay an early release fee to cover our advertising and administration costs. This charge is £600.00. You will also be responsible for the property and the rent until a suitable replacement tenant moves in.



DECLARATION OF ACCEPTANCE

I/we the undersigned confirm that I/we have read and fully understood the information sheet and agree to the costs therein.

Print Name/s.....

Signature/s:.....Date.....

Mobile number.....E-mail address.....

Current Address.....

POST TENANCY FORWARDING ADDRESS

In order to comply with regulations of The Dispute Service, we require a post-tenancy address for correspondence. We appreciate it is very unlikely that you will know this information at this time, so your emergency contact or a work address is sufficient. When your tenancy ends, we will ask you to confirm your forwarding/correspondence address

Print Name.....

House Name / Number.....

Street.....

Town/City.....

Post Code.....

NEXT OF KIN

Please provide details of your next of kin below:

Print Name.....

House Name / Number.....

Street.....

Town/City.....

Post Code.....

Contact Number.....

Email Address.....

## Helping tenants by taking the stress out of moving...

In partnership with



In preparation for your upcoming move, our accredited concierge partner Tenant Shop are on hand to help you setup your household services. Tenant Shop helps you;

- **Set up your broadband, TV and phone** from a range of leading suppliers to ensure you have arranged the best package for you ahead of move-in. Tenant Shop potentially offer up to 50% off the high-street pricing\*
- **Set up your gas and electricity** account to help you choose the best available tariff and payment option from a choice of suppliers
- **Make savings on other products** such as removal firms



### NOTIFICATIONS FOR YOUR NEW HOME

- To help with the move-in process we have teamed up with Tenant Shop to streamline the registration process for your new property by notifying the local council, water and energy suppliers of your move.
- We will use software supplied by Tenant Shop to notify all the necessary organisations that you have arrived and provide your contact information, moving in date and meter readings where applicable.
- Tenant Shop will contact you to clarify the current suppliers to your new property. The reverse will happen when you move out.

To help you setup your tenant and household services, Tenant Shop will contact you

Opt In

Opt Out

I have read the above fair processing notices.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



0203 823 9350  
tenantshop.uk

#### Data Protection

Tenant Shop Services Limited, registered office Inchora House, Building X92, Cody Technology Park, Farnborough, Hampshire, GU14 0LX is fully compliant with the data protection act 2018 and is registered with the Information Commissioners Office registration number Z305733X. Tenant Shop Services Limited will only use your information for the purposes set out above. Tenant Shop is a trading style of Tenant Shop Services Limited which is an appointed representative of Albany Park Limited, which is authorised and regulated by the Financial Conduct Authority. Financial Services Register number for Albany Park Limited is 304130 and 741081 for Tenant Shop Services Limited trading as Tenant Shop. This is regarding Insurance products only. You can alter your options, exercise the right of restricted processing or opt out at any time by emailing: customerservices@mytenantshop.co.uk