

## INFORMATION FOR PROSPECTIVE TENANTS

**We want to make the process of applying for a tenancy as easy as possible for our tenants.**

**Below, you will find our step by step guide and some useful information. We have a great system in place and all can be done very quickly online without unnecessary printing of any documents.**

**We will not charge you any fees to apply for a tenancy as per Tenant Fees Act 2019.**

**Step 1:** If you would like to make an offer and apply for a tenancy, we will send you a link and ask you to complete a short questionnaire (it will allow us to quickly assess affordability and pre-assess your application based on information provided). We will not carry out any credit checks at this stage.

**Step 2:** We will email you a Holding Deposit form outlining the breakdown of the total cost required to move in, our specimen Tenancy Agreement & Information for tenants and an EPC for the property, so you can make informed decision if you wish to proceed with your application for a tenancy.

**Step 3:** We will confirm in writing, if the landlord is happy to proceed (subject to satisfactory references and subject to contract).

**Step 4:** If you are happy to apply, we will ask you to pay a refundable holding deposit in the amount of ONE weeks rent and sign our holding deposit form electronically. We will also send you a full application form which can be completed online, so we can start the referencing process.

**Step 5:** Our aim is to complete the referencing process as quickly as possible, in most cases it will only take 1-2 working days to process from the date you complete our full application. (Providing that your employer and previous landlord responds promptly).

**Step 6:** When we receive all your references, we will prepare a report for the Landlord and will seek his/her final approval to proceed.

**Step 7:** We will request payment of the balance and the Tenancy Agreement will be sent to all parties to sign electronically.



**Step 8:** Our Inventory clerk will meet you at the property for the check-in inspection on the date of move in.

**Step 9:** Welcome to your New Home.

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**Further Information:**

**RENT** The first month`s rent is payable in advance of the tenancy, thereafter the rent is payable calendar monthly in advance by one standing order. The rent and deposit, must be paid in cleared funds by the agreed completion date and is exclusive of charges for telephone, gas, electricity, Council Tax and in most cases water rates.

**TERM** The minimum term is 6 months but most properties are let on an annual basis with an option to renew if agreeable with Landlord and Tenant. Break clauses are inserted into contracts by negotiation. Any tenancy of less than 6 months is considered a short term tenancy.

**HOLDING DEPOSIT** If you wish to apply for a tenancy, we will require you to pay a Holding Deposit in the amount of ONE weeks rent. The Tenant Fees Act 2019 makes specific provisions for the acceptance and treatment of the holding deposit.

Once received by us, the parties will have 14 days in which to carry out reference checks etc, and come to an agreement regarding the tenancy (although we may make a written agreement to alter this time period).

The holding deposit must be normally refunded to the applicant where landlord decides not to enter into a tenancy agreement, subject to the below exceptions:

1. If you don't have a right to rent a property in the UK and we could not reasonably have been expected to know this, before the holding deposit was accepted.
2. If you provide false or misleading information, and we are reasonably entitled to take into account your actions or the difference between false and correct information in deciding whether to grant a tenancy to you.
3. If you notify us within 14 days from receipt of the holding deposit that you do not want to or are unable to enter into a tenancy agreement as agreed
4. If we and the Landlord take all reasonable steps to enter into a tenancy agreement, within 14 days from the date of receipt of the holding deposit, but you fail to take all reasonable steps to enter into the agreement before that date "the deadline for agreement"



**DEPOSIT** The equivalent of five weeks rent is payable in advance of the tenancy.

The Deposit will be protected in one of the government approved Tenancy Deposit Schemes. It will be refunded after the termination of the tenancy once both parties have agreed any dilapidation charges (normally within 10 days).

**UTILITIES** The tenant is responsible for notifying the utility companies of the transfer of accounts.

**INSURANCE** The tenant is responsible for obtaining their own household insurance policy which we strongly recommend.

**T.V LICENCE** The tenant is responsible for paying the licence fee for any television set introduced by themselves to the property during the tenancy.

**INVENTORY** The Landlord pays for the initial inventory list to be drawn up and checked at the commencement and termination of the tenancy. There are no charges to tenants for inventories as per Tenant Fees Act 2019.

**REFERENCES** We will be required to take references on any prospective tenant which will be passed to our landlord client for approval. The reference sources below are necessary in order to complete on a rental property.

- 1) Credit check
- 2) References from Current Landlord and /or previous landlord
- 3) References from Current Employer (if your are employed)
- 4) References from Your Accountant (if you are self –employed)
- 5) References from your College/ University (if you are a student)

In addition to the above we are required by law to check your Identity and verify if you have a right to rent a property in the UK. We will therefore ask each applicant to provide a passport and/or any additional documents, such as residence card, any visas to proof your Right to Rent in the UK. We will also ask you to provide proof of your current address in a form of utility bill, driving licence, bank statement or Council Tax bill.

We may request to see your last 3 payslips (if you are employed) or latest Tax Return (If self-employed).



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**Default payments during the tenancy;**

**We may apply a charge for the loss of keys/security device giving access to your property or if you fail to pay the rent in full within 14 days of it becoming due. In either case, the amount we will charge will not exceed the cost reasonably incurred. In case of late rent payments, the charge will be restricted to 3 % above Bank of England base rate calculated annually.**

**Alterations to a Tenancy Agreement:** If you make a request to amend or assign the tenancy agreement, we will charge £50 for this service. Similarly, a payment may also be requested if you request to end the tenancy early, either as early termination of a fixed term tenancy, or in termination of a periodic tenancy without giving the legally required period of notice. The charge will not exceed the loss suffered by the landlord as a result of the early termination.

**Please note that we are regulated and accredited by SAFEAGENT (accreditation number A6208), we offer independent redress by being a member of The Property Ombudsman and hold Professional Indemnity Insurance, as well as belong to a Government approved Client Money Protection Scheme through SAFEAGENT.**

