



11 High Street  
 New Malden  
 KT3 4DQ  
 020 8949 0094  
 mail@grovesresidential.com

## LETTING INFORMATION

Under section 22 of the Immigration Act 2014 a landlord should not authorise an adult to occupy a property as their only or main home under a residential tenancy agreement unless the adult is a British citizen, or EEA or Swiss national, or has a “right to rent” in the UK. Someone will have the “right to rent” in the UK provided they are present lawfully in accordance with immigration laws.

**All tenants and permitted occupiers will be required to show us their passport to verify their ID and provide proof of address by showing us a recent utility bill in their name. Please speak to us immediately if you cannot do this.**

### REFERENCES

We will use our referencing company to apply for references; we normally receive a reply within 48 hours. Time is of the essence and you may fail referencing if you do not provide satisfactory references within one week of receiving the reference forms. There is a charge of **£60.00 (inc VAT)** per tenant and **£120.00 (incl VAT)** for a company or guarantor for taking up references. This payment is payable at the same time the holding deposit is taken, and is non-refundable under any circumstances. If you do not pass referencing then a guarantor may be required.

### THE TENANCY AGREEMENT and FEES

An administration fee of **£100.00 including VAT** per tenant is payable for drawing up legal documentation. For extensions or renewals to the original Tenancy Agreement, an Administration Fee of **£100.00 including VAT** is payable by the tenant/s. If you are being checked in by an inventory clerk, a list of their fees are below of this sheet.

### Ecrit Inventories Check-In Fees

No of Beds	Unfurnished	Furnished
0	£60 - £80	£80 - £100
1	£75 - £95	£95 - £115
2 (flat)	£85 - £105	£110 - £130
2 (house)	£100 - £120	£130 - £150
3 (flat)	£95-£115	£120- £140
3 (house)	£120-£140	£150-170
4 (house)	£140 - £160	£175 - £195
5 or more	Price on application	

The table of charges allows for one reception and one bathroom for all studio, one bedroom or two bedroom properties, and two reception rooms and two bathrooms per three plus bedroom properties.

Additional rooms will be charged at the cost of £12 per unfurnished room or garden and £17 per heavily furnished room.

Groves Residential are members of the Property Ombudsman Scheme - [www.tpos.co.uk](http://www.tpos.co.uk) and client funds are protected through our membership of ARLA

Initials: \_\_\_\_\_ (Tenant)

## HOLDING DEPOSIT:

### SECURING THE PROPERTY

Now that Groves Residential have found you a suitable property, you will want to secure it with a holding deposit of **£400.00**.

**A holding deposit, reference monies, original copies of passports and proof of address as well as having filled out the reference form will ensure that the property is taken off the market whilst references are being processed.**

This holding deposit will be deducted from the first month's rent. **However, the holding deposit is non-refundable should the tenancy not proceed because of unacceptable references or for any other reason on the tenants part.**

**SIGN:** \_\_\_\_\_

If the Landlord should decide **NOT** to proceed with the let then the holding deposit and the reference monies will be returned to you in full.

### REFERENCES BREAKDOWN

**There are four parts to the referencing process, you will need to pass all four aspects to obtain a set of fully passed set of references:**

- 1) **Landlords Reference: Your current Landlord / Agent will need to provide a satisfactory reference.**
- 2) **Employment Reference: Your employer or accountant will need to verify you earn a minimum of 30x one month's rent annually, as well as hold a permanent position (not within a probationary period).**
- 3) **Credit Check: A credit check is undertaken to ensure you do not have any outstanding bad debts or bankruptcy.**
- 4) **Right to Rent Check: You will need to provide original documents to prove you have the Right to Rent in the UK. These will need to be valid EU / EEA passport or UK Visa showing the Right to Rent.**

**NAME:** \_\_\_\_\_

**SIGN:** \_\_\_\_\_

## TAXATION:

If the tenancy is set up where by you are paying Rent directly to a landlord who is overseas, you will be responsible for applying the provisions of the HMRC Non-Resident Landlords scheme for taxing UK rental income and should ask us for advice on this. These provisions do not apply if you are paying your rent directly to Groves Residential.

**Initials:** \_\_\_\_\_ (Tenant)



## **INFORMATION FOR TENANTS**

- 1. FULL DEPOSIT:** Six weeks (or eight weeks if the landlord allows pets or otherwise requested) rent in cleared funds is payable before moving into the property. This deposit is held without interest as security against any dilapidations and final cleaning costs and cannot be used for rental payments. If Groves Residential manage the property we hold this deposit in the Deposit Protection Service, but if instructed on any other basis the deposit may be passed to the Landlord.
- 2. LEGAL DOCUMENTATION:** You will need to arrange a mutually convenient time to date and sign all legal documentation and pay the balance of monies due. Please note that all named tenants must be present including guarantor(s) if applicable. For a company let a director or other fully authorised member of the company will be required to sign. **ALL DOCUMENTS HAVE TO BE WITNESSED.** There is an Administration Fee per tenant of £100 (£83.33 +VAT) for the drawing up of the legal documentation. For extensions to the original Tenancy Agreement an Administration Fee of £100.00 (£83.33 + VAT) is chargeable.
- 3. PAYMENT OF BALANCE DUE:** All monies due must be paid within 48 hours of receiving acceptable references by either direct transfer or cash, building society cheque or bankers draft. Please check with us about the appropriate method of paying.
- 4. FUTURE PAYMENTS:** Any cheques or standing orders for rent whether payable to the landlord or Groves Residential will be dated three days prior to the rent due date in order for the monies to be transferred to our bank account or the Landlord's bank account by the due date.
- 5. UTILITIES:** Groves Residential will notify the council and water supplier but the tenant is responsible for notifying gas, electric or telecommunications companies.
- 6. PROPERTY MANAGEMENT:** Groves Residential are not always responsible for managing a property once tenants have moved in, but if we are instructed to manage the property then all problems such as dripping taps, broken equipment, etc should be reported to us in the first instance.
- 7. CHECK-IN and CHECK-OUT:** The tenant is responsible for the cost of a check-in where there is one. It is the landlord's, tenant's and inventory clerk's responsibility to agree on any dilapidations at the end of the tenancy. We will offer advice if it is required at that time, but cannot be held responsible for arbitrating in such matters. The deposit will be returned to the lead tenant named on the Deposit Protection information unless otherwise instructed

**Initials:** \_\_\_\_\_ (Tenant)

**OFFER FORM**

<b>Property:</b>		<b>Rent: £</b>	<b>pcm</b>
<b>Move in Date:</b>			
<b>Any Conditions of Let (i.e. redecoration/pets)</b>			
<b>Tenant(s) Details:</b>	<b>Tenant 1:</b>		
	Full Name (as shown on passport) _____ D.O.B _____		
	Mobile No. _____ E-mail Address _____		
	Occupation _____ Confirmed Monthly/ Annual Salary £ _____		
	Overtime/commission £ _____ Employed/Self-Employed Length _____		
	Have you ever been subject to a County Court Judgements or been declared Bankrupt? YES / NO Amount: _____ Date: _____		
	<b>Tenant 2:</b>		
	Full Name (as shown on passport) _____ D.O.B _____		
	Mobile No. _____ E-mail Address _____		
	Occupation _____ Confirmed Monthly/ Annual Salary £ _____		
	Overtime/commission £ _____ Employed/Self-Employed Length _____		
	Have you ever been subject to a County Court Judgements or been declared Bankrupt? YES / NO Amount: _____ Date: _____		
<b>Tenant 3:</b>			
Full Name (as shown on passport) _____ D.O.B _____			
Mobile No. _____ E-mail Address _____			
Occupation _____ Confirmed Monthly/ Annual Salary £ _____			
Overtime/commission £ _____ Employed/Self-Employed Length _____			
Have you ever been subject to a County Court Judgements or been declared Bankrupt? YES / NO Amount: _____ Date: _____			
<b>Holding Deposit:</b>	<b>£</b>	<b>Reference</b>	
		<b>Fee £60pp:</b>	<b>£</b>
<b>TOTAL</b>	<b>£</b>		

Signed by lead Tenant/s: ..... Date: .....

Print Name.....

**Bank Details: HSBC, Sort Code: 40.34.24 Account No: 13663574**

**Account Name: Groves Residential (UK) Ltd**

Initials: \_\_\_\_\_ (Tenant) Groves Residential (UK) Ltd Registered in England and Wales 8162455  
VAT No: 996 6462 52



**OUR BANK ACCOUNT INFORMATION**

Our bank details are as follows:

HSBC  
66 High Street  
New Malden  
KT3 4HD

Account Name: Groves Residential (UK) Ltd  
Sort Code: 40-34-24  
Account Number 13663574

Swift Code: HBUKGB4B  
IBAN: GB05HBUK40342413663574

Initials: \_\_\_\_\_ (Tenant)