



8 WELLINGTON ROAD  
ST JOHNS WOOD  
LONDON NW8 9SP

## LETTINGS GUIDE FOR TENANTS & TENANT CHARGES *(all prices inclusive of VAT)*

We offer a free service to Tenants in finding a property to rent. Once we have found a home for you, you may be expected to pay the following:

### Housing Act Tenants: AST Costs and Charges

|                                                                                                                                                         |                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Holding Deposit                                                                                                                                         | Equivalent to 1 week's rent                                                                                     |
| Deposit                                                                                                                                                 |                                                                                                                 |
| <ul style="list-style-type: none"> <li>For tenancies with rental value up to £50,000 per annum</li> <li>For tenancies over £50,000 per annum</li> </ul> | <p>Equivalent to 5 weeks' rent</p> <p>Equivalent to 6 weeks' rent</p>                                           |
| Withdrawing from a tenancy                                                                                                                              | You may forfeit the holding deposit                                                                             |
| Default Charges                                                                                                                                         |                                                                                                                 |
| <ul style="list-style-type: none"> <li>Rent Arrears</li> <li>Lost keys / security devices, etc</li> </ul>                                               | <p>3% above Bank of England base rate (daily)</p> <p>Up to £50 plus £15 per hour arrangement fee</p> <p>£50</p> |
| Variation of Tenancy Terms / Change of Sharer, etc                                                                                                      | The Landlord's costs, fees and charges                                                                          |
| Early Termination                                                                                                                                       | You may be expected to pay a higher rent                                                                        |
| Pets                                                                                                                                                    | if you have a pet                                                                                               |

### Non Housing Act Tenants Costs and Charges

|                                                                                                  |                                                                                                                   |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Holding Deposit                                                                                  | Equivalent to 1 week's rent                                                                                       |
| Deposit                                                                                          |                                                                                                                   |
| <ul style="list-style-type: none"> <li>Without a pet</li> <li>With a pet</li> </ul>              | <p>Equivalent to 6 weeks' rent</p> <p>Equivalent to 8 weeks' rent</p>                                             |
| New Tenancy Agreement Fee, incl referencing for 1 tenant                                         | £300                                                                                                              |
| Additional reference fee for each additional tenant                                              | £36                                                                                                               |
| Guarantor reference fee                                                                          | £36                                                                                                               |
| Withdrawing from a tenancy                                                                       | £300                                                                                                              |
| Tenancy Renewal Agreement Fee                                                                    | £150                                                                                                              |
| Variation of Tenancy Terms / Change of Sharer, etc                                               | £50                                                                                                               |
| Early Termination                                                                                | The Landlord's costs, fees and charges                                                                            |
| Inventory costs (Independent Inventory Company)                                                  | From £120-£1,080                                                                                                  |
| Default Fees                                                                                     |                                                                                                                   |
| <ul style="list-style-type: none"> <li>Rent Arrears</li> <li>Lost keys / devices, etc</li> </ul> | <p>£30 per payment plus 3% above Bank of England base rate</p> <p>Up to £50 plus £20 per hour arrangement fee</p> |
| Stamp Duty Land Tax                                                                              | Payable by you on any tenancy with a cumulative rental value of more than £125,000                                |

*\*\* Please note that we will take a Holding Deposit from you to be held against our expenses in processing your application to rent through Arlington Residential. If you make an offer which you later withdraw, or which is aborted due to poor references or false information, then you may lose all or some of the Holding Deposit \*\**

**Client Money Protection provided by Propertymark**

WWW.ARLINGTONRESIDENTIAL.COM

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## **Costs of renting a home**

There are the costs you need to budget for when renting a property:

- The amount of rent you will be paying
- The cost of the bills you have to pay on top of the rent including utilities, telecommunications, water, etc
- The deposit you will have to pay - usually the equivalent of between 5 to 8 weeks rent
- The letting agent's fees ( Non Housing Act Tenants)
- Inventory charges (Non Housing Act Tenants)

## **The Offer**

We will record the terms of your offer, including any special requirements, and present it to the Landlord. If your offer is agreed with the Landlord we will take the equivalent of one weeks' rent as a tenancy Holding Deposit.

## **Holding Deposit**

This is taken as a gesture of your intention to rent a property. The money will be held by us under the provisions of our "Your Holding Deposit Explained" document which will be given to you beforehand and which you must sign. The Holding Deposit will be added to your initial monies required when you sign a tenancy agreement. If the tenancy does not go ahead, the money may be returned to you subject to any deductions outlined in "Your Holding Deposit Explained".

## **Tenancy Set Up Charges and Referencing Charges**

Non Housing Act Tenants must pay our Tenancy Agreement charge (£300). It covers drawing up the tenancy agreement and referencing for one person. Additional tenants and/or guarantors will have to pay £36 each to be referenced.

## **Identity Check**

We must check that you (and every person over 18 years who lives with you) are entitled to rent a property in the UK. Therefore you must bring the following **original** documents **to our office** at least 28 days prior to occupancy :

- Proof of identity (e.g. valid passport, driving licence or national ID card)
- Proof of valid visa or right to remain in the United Kingdom (for non UK/non EU nationals)

*(Please note we will need to re-check visas on a regular basis to ensure they have not expired or been withdrawn)*

## **Referencing**

A third party referencing company will email you an online application form which you should completed within 24 hours of your offer being agreed. The company will process your application by obtaining employment, landlord, character references, as well as a credit check. Your references will be sent over to the landlord for approval.

## **Draft Tenancy Agreement**

We will send a draft tenancy agreement for you to review along with a confirmation of offer letter which will give you the opportunity to let us know if anything in the offer has been missed.

## **The Rent and Deposit**

The rent for the first period and a security deposit - (less the 1 week Holding Deposit) – will need to be paid once the tenancy agreement is signed. We hold the deposit as a stakeholder which means that we are not able to release the deposit at the end of the tenancy until we have written confirmation from both you and the Landlord to do so. If the tenancy agreement is a Housing Act Tenancy (AST) the money will be registered, as required by law, with an authorised tenancy deposit scheme (MyDeposits). For your assurance, our Client Money Protection) is provided by PropertyMark. This which allows us to hold client monies. You can therefore be confident that it will be returned as long as the rent is paid and there is no claim by the landlord for damages or dilapidations to the property for which you are responsible.

## **Inventory, Check In and Check Out**

You will be expected to attend the check-in of the inventory at the start of your tenancy. The landlord will pay for this. Non Housing Act tenants may also be expected to pay for the inventory to be checked out at the end of your tenancy. This cost varies but typically costs are between £120 for a small unfurnished property up to around £1,000 for a fully furnished large home. The inventory clerk is an independent specialist.

## **Moving In**

You must let the utility, local authority and telecommunications companies know that you are now responsible for the bills. We recommend you insure your own possessions, as the landlord's responsibility is to insure only the property itself.