

TENANTS TERMS OF BUSINESS

PROPERTY ADDRESS: _____

PROPOSED MOVING IN DATE _____

(subject to contract & vacant possession)

REFERENCES:

REFERENCES MAY BE TAKEN UP BY AN OUTSIDE REFERENCING AGENCY, AND WILL BE CHARGED TO THE TENANT

Please see 'Agency Fees to Tenants' not all fees will necessarily apply.

REQUIREMENTS FOR REFERENCING:

EACH APPLICANT WHO IS TO BE REFERENCED MUST PROVIDE US WITH A COPY OF DRIVING LICENCE AND/OR PASSPORT.

YOU MUST BE ABLE TO PROVIDE YOUR THREE MOST RECENT BANK STATEMENTS AND, IF APPLICABLE, PAY SLIPS

(SHOULD YOU NOT BE ABLE TO COMPLY WITH THIS THEN A GUARANTOR MUST BE PROVIDED).

PROOF OF CURRENT RESIDENCY MUST ALSO BE SUBMITTED, (I.E. UTILITY BILL).

UTILITY BILLS:

YOU ARE RESPONSIBLE FOR CONNECTING & REGISTERING THE GAS, ELECTRICITY AND WATER INTO YOUR NAME – YOU

MUST CONTACT ALL RELEVANT PARTIES.

MONIES:

ALL MONIES MUST BE PAID IN CLEARED FUNDS – NO PERSONAL CHEQUES OR CREDIT CARDS ARE ACCEPTED. CASH,

DEBIT TRANSACTION OR BANKERS DRAFT ONLY.

ONLY SIGN THIS IF YOU FULLY UNDERSTAND AND AGREE TO THE ABOVE TERMS;

TENANT(S) _____ **DATE:** _____

AGENT: _____ **DATE:** _____

**** If you are signing this document on behalf of the applicant/tenant the same applies to all sections ****

INITIAL HOLDING DEPOSIT RECEIPT FORM

Date _____

Tenants Name/s: _____

Tenants current Address: _____

Address of Prospective Property: _____

Proposed Moving In Date: _____

Amount Paid as Initial Holding Deposit: _____

(Please see below for terms)

PROVISIONAL MOVE IN STATEMENT

Security Deposit £ _____

One Months Rent in Advance £ _____

Administration Fee (Inclusive of VAT) £ _____

Referencing Fee (If applicable) £ _____

Inventory Check-In Fee £ _____

SUB-TOTAL £ _____

Less Holding deposit £ _____

Balance Due on or before Move-In Date in **CLEARED FUNDS** £ _____

SPECIAL CONDITIONS: (Tenancies granted are subject to Completion of Works if works are requested & agreed)

EXAMPLE:- **£150.00 PER WEEK**
 TIMES BY 52 WEEKS =
 DIVIDED BY 12 MONTHS
 EQUATES TO £650.00 PER CALENDAR MONTH

The holding deposit is refundable in the following Circumstances

IN FULL

If the offer is not accepted by the Landlord or The Landlord withdraws from the property or if the Landlord decides the references are unsatisfactory or the Landlord does not agree to the 'Special Conditions' stated.

IN PART

If within 48 hours the tenant withdraws their offer, an admin fee of up to £100.00 can be deducted. If after 48 hours the tenants withdraw their offer but the landlord re-lets the property with the same proposed move in date above, then an admin fee of up to £100.00 can be deducted.. If reference application forms are not returned to us within 5 working days, an admin fee of up to £100.00 can be deducted.

Where a tenant provides false or misleading referencing information, and the landlord is unable to let the property by the proposed move-in date, a charge will be levied to cover all the landlords costs up to a maximum of the deposit paid.

If after 48 hours the tenant withdraws their offer, and the landlord is unable to re-let by the proposed move in date, then a charge will be levied to cover the landlords costs up to a maximum charge of the deposit paid.

Any tenancies granted are 'Subject to Vacant Possession'

SIGNED _____ (PRINT) _____

(Tenant)

SIGNED _____ (PRINT) _____

(Landlord or Agent)

REQUIREMENTS:

REPAIRS REQUIRED BEFORE YOU MOVE IN:

ADDITIONAL FURNITURE:

FURNITURE IN THE PROPERTY AT THE MOMENT:

PROPERTY ADDRESS:- _____

TENANTS SIGNATURE _____

AGENTS SIGNATURE _____

AGENT FEE'S APPLICABLE TO LETTING

AGENCY FEES TO TENANTS

BEFORE YOU MOVE IN:

Set Up Fee £300.00 (inc VAT) for up to two tenants.
Referencing up to two tenants (identity, immigration and visa confirmation (if applicable) financial credit checks, obtaining references from current or previous employers/landlords and any other relevant information to assess suitability. Contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement.

ADDITIONAL TENANT FEE £150.00 (incl VAT) per tenant
As above – processing the application, associated paperwork and referencing

GUARANTOR FEE £150.00 incl VAT) per guarantor (if required)
Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement

PERMITTED OCCUPIER FEE £150.00 (inc VAT)
Explaining to any permitted occupier (temporary or for the duration of the tenancy) their rights and responsibilities towards the named tenant(s) and landlord as well as the provision of documentary guidance and assistance during the tenancy

ACCOMPANIED CHECK-IN FEE (optional) £50.00 (incl VAT)
Explaining how appliances function and taking meter readings for utilities and services

PET DEPOSIT Returnable Additional Security Deposit Equivalent to 2 weeks rent
To cover the risk of property damage. This will be protected with your Security Deposit in a Government Authorised scheme and may be returned at the end of the Tenancy.

DURING THE TENANCY

Amendment Fee £100.00 (incl VAT)
Contract negotiation, amending and updating the agreement

Renewal Fee (Tenant Share) £250.00 (incl VAT)
Contract negotiation, amending and updating the terms and arranging a further tenancy agreement,

ENDING THE TENANCY

Check out Fee (tenants Share) £60.00 (incl. VAT)
Attending the property to update the Schedule of Condition an Inventory (if applicable) and negotiating the repayment of the security deposit(s)

Future Landlord Referencing Fee £30.00(incl VAT) per reference request
Collating information and preparing a reference for a future landlord or letting agent

OTHER FEES & CHARGES

Out of Hours Services £50.00 per hour (incl VAT) Plus any actual costs incurred

Unpaid Rent/Returned Payments Interest at 4% above Bank of England Base Rate from due date

Professional Cleaning (if required) As this is an Independent Company a quote would be provided to the tenant and if agreed, we will be deducted from the Security Deposit. Only charged if the tenant requests this service or if professional cleaning is necessary to return the property to the same conditional as at the start of the tenancy.

IF YOU HAVE ANY QUESTIONS ON OUR FEE'S, PLEASE SPEAK TO A MEMBER OF STAFF

Please Note:- That not all fees necessarily apply

UTILITY TELEPHONE NUMBERS:

EDF ENERGY HOMEMOVERS 0800 096 2260
(if you are calling from a mobile phone) 0113 820 7117

BRITISH GAS HOMEMOVERS 0800 048 0202

N POWER HOMEMOVERS 0871 909 0075

SCOTTISH POWER HOMEMOVERS 0871 909 0101

SOUTHERN ELECTRIC HOMEMOVERS 0800 107 9639

POWER NET (To check suppliers) 0845 601 5467

NEWHAM COUNCIL 0208 430 2000

WALTHAM FOREST COUNCIL 0208 496 3000

BARKING & DAGENHAM COUNCIL 0208 215 3000

TOWER HAMLETS COUNCIL 0207 364 5000

THAMES WATER 0845 9200 888

FOREST ESTATES MAINTENANCE LINE: 07786 748582

*** IT IS YOUR RESPONSIBILITY TO CHANGE THE CONNECTIONS OVER INTO YOUR NAME/S – WE WILL NOT BE HELD RESPONSIBLE IF YOU MOVE IN AND YOU ARE NOT CONNECTED ***

STANDING ORDER MANDATE

TO:

NAME OF BANK _____

ADDRESS: _____

POST CODE _____

NEW INSTRUCTION: **YES/NO**

ACCOUNT TO BE DEBITED:

ACCOUNT NAME: _____

ACCOUNT NO: _____

SORT CODE: _____

BENEFICIARY DETAILS:

ACCOUNT NAME: FOREST ESTATES PROPERTY SERVICES LIMITED

ACCOUNT NO: 33 66 33 96

SORT CODE: 40-25-27

REFERENCE: _____
(Property Address)

PAYMENT DETAILS:

DATE OF 1ST PAYMENT: _____

AMOUNT OF 1ST PAYMENT: _____

AMOUNT OF USUAL PAYMENT: _____

AMOUNT MUST BE PAID MONTHLY
UNTIL FURTHER NOTICE _____

CUSTOMER SIGNATURE: _____

DATE OF CUSTOMER SIGNATURE _____

CUSTOMER CONTACT NUMBER _____