



IMPORTANT INFORMATION

REFERENCING

Please complete in full and sign the Credit check and Referencing forms. You will be sent a link to complete these online. We will apply for Employers and previous Landlord references, where applicable. If you are Self Employed we will require a reference from an Accountant and/or 3 years Inland Revenue proof of earnings, alternatively it may be possible to make an advance rent payment but this is at the discretion of the Landlord.

Please note: The tenancy is always Subject to Contract and subject to satisfactory References and Credit Checks.

IDENTIFICATION

At the point of referencing we will need to see a valid Passport, Residence permit (if Non EU, Non EEA Passport Holders), and Proof of Address dated within the last 3 months e.g. Bank Statement, Utility bill. These documents are required to comply with Right to Rent legislation and Anti-Money Laundering regulations. This applies to all occupants aged 18 years and over and Guarantors.

BANKER'S STANDING ORDER

Prior to taking the tenancy we will provide a standing order mandate for the principle or joint signatures.

TENANCY AGREEMENT

A copy of this document will be sent to you prior to the tenancy and all parties named will be required to read and initial each page and sign at the end together with a witness (not relative) signature.

PROPERTY MANAGEMENT

In the event that the property is managed by Newton Huxley all matters of maintenance will be referred to and dealt with by this agency, we will also make periodic visits to the property (usually 6 monthly) by prior arrangement.

If we are instructed on a tenant find/introduction basis, you will be provided with all the Landlord contact details who will deal directly with maintenance issues.

TENANT FEE STRUCTURE

Company referencing and administration	£300 Including vat
Tenant referencing and administration:	£180.00 Including vat
Tenancy Renewal:	£90 Including vat
Guarantor referencing and administration:	£114 Including vat
Permitted occupier added to tenancy (over 18):	£54 Including vat

Please note: Administration costs must be paid when returning the completed application forms.

Your landlord may have paid for an inventory and check in. In this case you will be required to pay the checkout charge. This is to make sure there is an independent and unbiased record of the condition of the property before you begin your tenancy and after you vacate:

	Furnished	Unfurnished
One Bedroom	£132 Including vat	£120 Including vat
Two Bedrooms	£144 Including vat	£132 Including vat
Three Bedrooms	£156 Including vat	£144 Including vat
Four Bedrooms	£204 Including vat	£174 Including vat
Five Bedrooms	£228 Including vat	£192 Including vat

Any questions? Call 0208 3966717 or email
lettings@newtonhuxley.co.uk

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Property Address:

Tenants Names:

Move in Date:

Rent in Advance: £

Administration Costs: (including VAT) £

Security Deposit £

TOTAL (payable prior to commencement of tenancy)

£

The holding deposit of £500.00 will be deducted from the total amount payable.

Contract Terms:

6 months [] 12 months [] 18 months [] 24 months [] 36 months []

Conditions to offer:

- 1.
- 2.
- 3.
- 4.

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DECLARATION

I/We have read, understand and agree to the fee structure and terms as confirmed under 'Important Information' detailed in the Tenants Information Page attached. I/We understand that if I/We fail references, do not supply information required to complete references to the agency, fail to declare information, or decide that we no longer want to rent the property I/We will forfeit the £500.00 Holding Deposit.

Tenants Signatures:

1. _____ Date: _____

Signed on behalf of Newton Huxley Ltd _____

DECLARATION

I confirm I/We will supply all of the Documentation required for Right to Rent Checks i.e. Valid Passport, Residence permit if required and Proof of address (dated within the last 3 months, in the form of a Bank Statement, or Utility bill).

_____ Date: _____