

# Jamie Dean & Co

Estate Agents and Valuers

## RENTAL INFORMATION GUIDE

---

### TO TAKE THE PROPERTY OFF THE MARKET WE REQUIRE -

- Relevant holding deposit to be paid in cleared funds.
  - Original I.D documents and proof of address for right to rent checks for each tenant.
  - Completed applicant form to confirm date of birth, address, job title and income, if you are in receipt of any benefits, credit history and right to rent information.
- 

### HOLDING DEPOSIT -

- **1 week rent** as Holding deposit per property – held to take property off market, refunded against the 1<sup>st</sup> month rent.

**PLEASE NOTE: The holding deposit is fully refundable if the tenancy does not proceed. The holding deposit will not be refunded if the tenant backs out of the tenancy agreement themselves, fails right to rent checks, has provided false or misleading information, or where the landlord tries their best to get the information needed but the tenant fails to provide it within the 15 days.**

- The balance of monies due prior to taking up tenancy must be in cleared funds. The payment can be paid by BACS bank transfer.
- 

### REFERENCES -

Once we have received the above funds and documentation, we will begin tenant references. We use a company called **Vorensys** who will carry out a full reference check that will include; Credit Check, employment, full income and previous tenancy references (**Please note Vorensys will not pass a reference if there is any adverse credit history e.g. any active county court judgements**)

For insurance purposes, Vorensys require the combined annual salary of the adults to be 30 times the monthly rent in a year.

- **If the combined salary is lower than 30 times** the monthly rent, a guarantor with a salary of 36 times the monthly rent per year will be required to support your application. Please be aware that should you be unable to pay rent for any reason, your guarantor will be responsible to pay the outstanding rent.
- **If self employed**, in order to pass references without a guarantor we require confirmation of 1 years accounts or an SA302 from a chartered accountant who deals with your accounts.

**Tel: (020) 8954 6166**

**91a Stanmore Hill, Stanmore, Middlesex, HA7 3DZ**

**[www.jamie-dean.co.uk](http://www.jamie-dean.co.uk)**

**Proprietor: Jamie Dean Stockwell DipSurvPrac DipID FNAEA CPEA MARLA**

# Jamie Dean & Co

Estate Agents and Valuers

## REFERENCING AFFORDABILITY CALCULATOR-

| MONTHLY RENT | TENANT REQUIRED ANNUAL SALARY | GUARANTOR REQUIRED ANNUAL SALARY |
|--------------|-------------------------------|----------------------------------|
| £900         | £27,000                       | £32,400                          |
| £1000        | £30,000                       | £36,000                          |
| £1100        | £33,000                       | £39,600                          |
| £1200        | £36,000                       | £43,200                          |
| £1300        | £39,000                       | £46,800                          |
| £1400        | £42,000                       | £50,400                          |
| £1500        | £45,000                       | £54,000                          |
| £1600        | £48,000                       | £57,600                          |
| £1700        | £51,000                       | £61,200                          |
| £1800        | £54,000                       | £64,800                          |
| £1900        | £57,000                       | £68,400                          |
| £2000        | £60,000                       | £72,000                          |
| £2100        | £63,000                       | £75,600                          |
| £2200        | £66,000                       | £79,200                          |
| £2300        | £69,000                       | £82,800                          |
| £2400        | £72,000                       | £86,400                          |
| £2500        | £75,000                       | £90,000                          |

## RIGHT TO RENT DOCUMENTATION-

**Under section 22 of the Immigration Act 2014 a landlord should not authorise an adult to occupy property as their only or main home under a residential tenancy agreement unless the adult is a British citizen, or a European Economic Area (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.**

Acceptable documents that a tenant can show their landlord include:

If you're a **British or Irish citizen**, you can prove your right to rent in England by showing your landlord one of the following:

- a British passport (current or expired)
- an Irish passport or passport card (current or expired)
- a certificate of registration or naturalisation as a British citizen

If you're not a **British or Irish citizen**, you can prove your right to rent in England with:

- a share code – you can [get a share code online](#)
- your [original immigration documents](#)

**We are required to take copies of the above documents in your presence and retain these on file for the duration of your tenancy.**

**Tel: (020) 8954 6166**

**91a Stanmore Hill, Stanmore, Middlesex, HA7 3DZ**

**[www.jamie-dean.co.uk](http://www.jamie-dean.co.uk)**

**Proprietor: Jamie Dean Stockwell DipSurvPrac DipID FNAEA CPEA MARLA**

# Jamie Dean & Co

Estate Agents and Valuers

**I.D DOCUMENTS:** All prospective tenants will need to provide:

- **1 x Original photo ID document** (E.G. Passport, Drivers licence)
- **2 x Original Proof of address documents** (Utility bill, Council tax letter, Payslips, Drivers licence)

Please note any utility bill, council tax letter or payslips must be dated within the last 3 months. We are required to hold original copies on file.

## PERMITTED PAYMENTS -

Tenants will be required to pay:

- **Rent**
- **Up to 5 weeks rent as a security deposit**
- **1 Week rent as Holding Deposit;** held to take property off market, refunded against the 1<sup>st</sup> month rent. **PLEASE NOTE: The holding deposit is fully refundable if the tenancy does not proceed. The holding deposit will not be refunded if the tenant backs out of the tenancy agreement themselves, fails right to rent checks, has provided false or misleading information, or where the landlord tries their best to get the information needed but the tenant fails to provide it within the 15 days.**
- **Late, unpaid, returned rent payments;** 3% above the base rate of Bank of England per annum, calculated daily.
- **Payment on variation, assignment or novation of a tenancy;** Up to £50 for one new reference and providing a new tenancy agreement, or for any reasonable costs incurred if these are higher than £50.
- **Payment on termination (surrender) of a tenancy;** All costs, fees and charges incurred by the landlord for allowing early termination including the agent's existing or re-letting fees and rent for the period until a new suitable tenant is found.
- **Payments in respect of Council Tax; payments for utilities** (electricity, gas or other fuel, water or sewage); **payments for a television licence; communication services** (telephone, the internet, cable television, satellite television)
- **Payment for replacement lost/damaged keys;** Any cost for the replacement of keys, fobs, security devices or associated items which have been lost, damaged or broken.

These charges are in line with Government regulations. If you have any queries, we will be able to help you.

**Tel: (020) 8954 6166**  
**91a Stanmore Hill, Stanmore, Middlesex, HA7 3DZ**  
**[www.jamie-dean.co.uk](http://www.jamie-dean.co.uk)**

Proprietor: Jamie Dean Stockwell DipSurvPrac DipID FNAEA CPEA MARLA