



Tel: 01225 777877 email: office@heritageresidentiallettings.co.uk Website: www.heritagerl.com

## **COSTS INVOLVED IN TAKING UP A TENANCY**

**ON AGREEING TO TAKE A PROPERTY A REFUNDABLE HOLDING DEPOSIT OF ONE WEEKS RENT IS PAYABLE.**

References are then taken up and if they are satisfactory, on or before the move in date the Completion Funds are required, these must be cleared funds, and can be transferred directly to our bank account.

The Completion Funds consist of:

First Months Rent plus the Deposit (maximum 5 weeks rent) less the Holding Deposit.

For illustrative purposes only, a property with a monthly rental of £500, the Completion Funds would be calculated as follows:

First Month's Rent	£500.00
Deposit	£576.92
Less Holding Deposit	£115.38
Completion Funds due	£961.54

If for any reason you withdraw from the application, be unable to proceed with the application or the application is not successful, Heritage Residential Lettings reserve the right to apply an administration fee of one weeks rent, this is in accordance with The Tenants Fee Act 2019.



## IMPORTANT INFORMATION FOR PROSPECTIVE TENANTS

When applying for a tenancy, we will take up references on all prospective tenants. You will be asked to complete the Heritage Residential Lettings referencing form, this will enable us to commence the referencing process.

Our referencing company will then contact you by email with instructions on how to complete the reference application, it is important that all the information requested is provided to ensure that the process is completed as quickly as possible.

When completing the online form, it will be helpful to have the following information to hand:

- Your Bank account details.
- Your current full address
- If you have been in your current property less than 3 years, a list of all your addresses for the previous 3 years.
- Your employers full name, postal address, together with a contact name with an email address and telephone number.
- If applicable, full name and contact details of your existing Letting Agent or Landlord.
- Proof of identity, this will ideally be either a passport or drivers' licence. If you do not possess either of these documents, please contact us to discuss what else is acceptable.

### Tenant Protection

- Client Money Protection provided by ARLA. More details can be obtained at [www.propertymark.co.uk](http://www.propertymark.co.uk).
- Independent complaints procedures through The Property Ombudsman. More details can be obtained at [www.tpos.co.uk](http://www.tpos.co.uk).
- Deposit protected through The Tenancy Deposit Scheme. More details can be obtained at [www.tenancydepositscheme.com](http://www.tenancydepositscheme.com).



## IMPORTANT INFORMATION FOR PROSPECTIVE TENANTS

### PERMITTED PAYMENTS

For properties in England, the Tenants Fees Act 2019, only allows Letting Agents to charge certain permitted payments in addition to rent, the permitted payments that are payable to the Letting Agents are as follows:

- A Holding Deposit of a maximum of 1 weeks rent.
- Deposit, a maximum of 5 weeks rent for annual rental below £50,000, or 6 weeks rent for annual rental in excess of £50,000.
- Payment of £50, if you request a change to your Tenancy Agreement.
- Interest can be charge on a rental payment that is in excess of 14 days late at a rate of 3% above the Bank of England Base Rate, per annum (pro rata for the period of the late payment).
- Payment at cost for the replacement of lost keys or security devices.
- Payment of any unpaid rent or reasonable costs associated with the early termination of the Tenancy Agreement.

Payments during the Tenancy payable to the provider if permitted and applicable:

- Utilities: Gas, Electric, Water
- Council Tax
- Communications: Telephone and Broadband.
- Installation of Cable/Satellite
- Subscriptions to Cable/Satellite suppliers.
- Television Licence.

Other permitted payments:

- Any other permitted payments not included above but permitted under the relevant legislation including contractual damaged.

