

## Tenant Application Guidance



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#### Application fee structure (non-refundable)

First Applicant	- £150
Second Applicant	- £50
Guarantor	- £50

\* All fees shown above are inclusive of VAT

For UK residents a 5 weeks rental deposit equivalent to the rental value is payable with a UK Guarantor homeowner. If a guarantor cannot be provided or the applicant is from overseas, a 2 months rental value deposit is due, plus rental will be due for the life of the tenancy quarterly in advance.

If reserving a property where the proposed move in date is more than 3 days in advance, a reservation fee equivalent to 1 weeks rent must be paid prior to any application being started. This is a non-refundable reservation payment. Should the application not complete within 7 days of the application starting or the agreed move in date whichever is the soonest, either by cancellation of the tenant/guarantor, lack of response/information from the tenant or forfeiting of the application due to failing the right to rent checks, the reservation payment is non-refundable. This reservation fee is not transferable to any other property. Should the reference pass and the move in is confirmed for the proposed move in date, the reservation fee will be deducted from the initial rent and deposit charge due which must be paid a minimum of 5 days before your move in date. A copy of our most recent Assured Shorthold Website is available on our website, [www.sexipropertygroup.co.uk](http://www.sexipropertygroup.co.uk), alternatively please ask a member of our team for a copy.

Once payment has been made for a reservation, each applicant including any guarantors will receive an email with a link which will take you to your online comprehensive referencing site. These details will need to be completed and submitted online within 24hrs. Failure to do so may result in the property being placed back onto the market. From there our referencing company (Let Alliance) will conduct 3 assessments. Each Applicant must meet the required criteria in order for the tenancy application to be successful.

The information we require is as follows per applicant;

- Tenant full name including any maiden name or previous name
- Date of birth
- Full current address
- A valid email address
- A valid mobile contact number
- Next of kin name, contact number, email and address – this is verified
- Guarantor name, contact number, email and UK address – this is verified
- In date Passport/Valid ID – in accordance with Right to Rent guidance
- In date Visa/Residence Permit – in accordance with Right o Rent guidance
- If any applicant is a student, we must receive a copy of the acceptance letter from the University confirming your acceptance and outlining the initial proposed course length

A UK homeowner guarantor is required as standard for all of our properties unless agreed otherwise by the landlord. A guarantor is a friend or family member that fulfils the criteria outlined below and is willing to undertake the obligations of legally binding document as a guarantor. The responsibility of a guarantor is to sign the tenancy agreement alongside the tenants, therefore agreeing that in such an instance where a tenant fails to pay rent, any monies due or defaults in carrying out any terms of the tenancy agreement they (the guarantor) will be liable to compensate for any losses, claims, costs and expenses arising out of failure or default of the tenants contractual duties. The Guarantor will remain liable for the acts or omissions of the Tenant, for the duration of the fixed term tenancy and any subsequent renewals/extensions or during any periods of occupation as a statutory periodic tenant. Guarantors are jointly and severally liable; therefore their responsibilities are for all tenants' party to the contract.

### **Earnings**

Let Alliance will carry out checks to verify that each applicant is able to meet the monthly rental amount for the property that is being applied for. Added to this you must have a permanent contract of employment and your contracted hours must reflect the amount of earnings you declare to earn to Let Alliance.

**Income taken into consideration for referencing;** Private pensions, Contracted Permanent employment  
**Income that can be revised on an individual basis;** Bonuses, Commission, Compulsory overtime not stated on employment contract, Bursary's / scholarships, Savings

If extra income is received via overtime, commissions etc, please disclose this to us and we will check beforehand whether this can be taken into consideration. If you do not have the income necessary to pass a guarantor would be required to proceed with the application.

### **Credit Checks**

All our referencing procedures involve a credit check whereby Let Alliance will look for ANY ADVERSE credit. CCJ's, IVA's or Bankruptcy orders that appear on your credit file will result in a guarantor being required to proceed further. In some cases the tenancy will not be advised, meaning that you will not be offered a contract and your application will not progress any further,

**Guideline successful credit checks - Tenancy will not be advised if;** There are multiple CCJ's/ IVA's, If you do not declare them upon application if the amount of CCJ exceeds £5000

### **A Guarantor Will be Required if;**

A UK homeowner guarantor is required as standard for all of our properties unless agreed otherwise by the landlord. You are strongly advised to provide as much accurate information as possible prior to paying the reservation fee. You should declare anything that you feel may affect the application, one of our team can then contact Let Alliance on your behalf. Should you prefer to speak with them directly we will be happy to provide contact details.

### **Landlord References**

The third stage of the Application process is to obtain satisfactory references from any previous landlords or agents within the last five years.

If a landlord or agent supplies information to say that you have been a reliable tenant and been up to date with all previous rental payments this stage of the process will be successful. If this application relates to the first property you have rented, you will pass this stage of the process assuming you are able to provide your previous address(es) on application form.

If it is found that damage has been caused at any previous rental properties it will be looked at by Let Alliance on an individual basis where they will determine if a guarantor will be required or that the tenancy is not advised, resulting in the application not progressing any further. If it is found that you or any other parties applying for the property have made late payments of rent to previous landlords/agents and or accrued arrears, it will again be looked at on an individual basis as to whether you can progress with a guarantor or whether the application be cancelled.

### **Guarantor**

Should a guarantor be needed, they will be referenced in the same way as an applicant, however the criteria of a guarantor is slightly different than that of an applicant.

- A guarantor must be UK based, have a UK bank account and be a UK homeowner.
- A guarantor must not have any adverse credit in the form of bankruptcies, IVA'S or CCJ's at all
- A guarantor will be required to sign the tenancy agreement alongside the tenant upon day of move in and provide proof of Identification.

We will require to see from you and copy in all cases your original passport/drivers license, ID Card, student residence confirmation and visa if applicable.

### **Move In Date**

Please be aware that your move in date WILL NOT be confirmed until the referencing process is complete and all (if any) works needed are completed at your chosen property. Until we are confident that your property is ready to be moved into we are only able to give you an estimate on dates that your tenancy can commence. We aim to start all tenancies within your chosen time frame and will endeavour to accommodate all requests in relation to your ideal start dates. You will receive notification from our team when the reference checks are finalised and your move in date will then be confirmed via email.

### **Tenants Liability Insurance**

Sexi Property Group work in partnership with Let Alliance who will provide you with a no obligation quote for tenant liability insurance upon completion of your reference application. Alternatively, you can provide Sexi Property Group with a copy of your current policy details prior to your move in. We receive a small amount of commission for any policy in place and paid for each month where policies are taken through Let Alliance quoting our agent details.

Under the terms of the Tenant Agreement, the Landlord is only responsible for insuring the building. The landlord of the property hereby agrees to enter into a tenancy agreement with the tenant/s named herein, upon the condition that there is also a recommendation within that Agreement for the tenant to arrange adequate liability insurance for the period of the tenancy for an amount that the landlord or his agent deem to be sufficient but to a minimum level of £2,500.00 to protect the landlords fixtures and fittings against accidental damage caused by the tenant(s) and their visitors.

The ingoing inventory will be used as a mechanism in which to compare and assess any damage at the end of tenancy. The tenant agrees and accepts that the insurance held by the Landlord does not cover the tenant's belongings, and tenants are therefore responsible for taking out contents insurance to protect their own contents and valuables if they so require this insurance cover.

The latest how to rent government guide is linked here for your reference, this is issued to you as part of a welcome pack following move in containing your tenancy, how to report a repair, deposit certificate, EPC and various other paperwork which we are required to issue to you.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/806216/6.5707\\_MHCLG\\_How\\_to\\_Rent\\_v4.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/806216/6.5707_MHCLG_How_to_Rent_v4.pdf)

## **Tenants Scale of Charges**

### **APPLICATION FEES**

- Fee for 1<sup>st</sup> applicant **£150.00**
- Fee for each additional applicant **£50.00**
- First guarantor (subsequent guarantor's charged at applicant rate) **£50.00**
- Withdrawal of tenancy application fees once the referencing procedure has begun **75%**  
Subject to a minimum of £400.00

### **DEPOSIT ADMINISTRATION FEE**

- A non-refundable administration fee is payable to the agent prior to signing the **£60.00**

tenancy agreement totalling £60.00 per property, for the life of the tenancy to register the deposit with The Deposit Protection Service

### **APPOINTMENT AND CALLS OUTS**

- Failure to attend a pre-arranged appointment with the Agent and/or a maintenance contractor as arranged **£36.00**

### **RENEWALS**

- Renewal of assured short hold tenancy agreement 6 or 12 month's fixed term **£60.00**

#### **CONTRACTUAL OBLIGATION BREACH**

Failure to report anything that may cause damage to the property and result in works to be carried out, cost of works plus arrangement fee. **£36.00**

#### **ARRANGEMENT OF WORKS AT END OF TENANCY**

- If works are required to restore property to pre-tenancy condition an arrangement fee will apply **£36.00**

#### **RENT ARREARS**

- First reminder letter **£12.00**
- Second and subsequent reminder letters **£15.00**
- Overdue rent charge (more than 48 hour's) **£12.00**
- Visit to a property regarding rent arrears **£36.00**

#### **DOCUMENTATION CHARGES**

- Replacement or copy documentation, Tenancy Agreements etc. **£12.00**

#### **MOVE OUT CHARGES**

- If on vacation of the property there are any works/cleaning required that are necessary to return the property to its pre-statement of condition standard, you will incur and an additional arrangement fee **£36.00**
- Overpaid rent re-imbusement administration charge. **£12.00**
- Failure to return all sets of keys and fobs at the end of your tenancy will be charged at **Variable a rate plus rental equal to daily rent charge**