

LATITUDE RESIDENTIAL

INFORMATION FOR PROSPECTIVE TENANTS

This information sheet has been produced to assist in your application for an Assured Shorthold Tenancy on a residential property.

APPLYING FOR THE TENANCY

MAKING AN OFFER & OUR FEES

- Each adult who is to occupy the property needs to complete an Application for Tenancy Offer Information Sheet. Once completed this should be returned to us by email to: info@latituderesidential.com. We also require an initial deposit of **£500.00**. This can be paid in cash, by bank transfer (see 5 below for our bank details), or by card (payments by card will be subject a charge).
- Our fees are as below and include VAT @ 20% and apply to each adult who is to occupy the property. They cover the cost of credit checking/referencing, check in and legal documentation including preparation of an Assured Shorthold Tenancy agreement and will be deducted from your initial deposit. Any balance will be reflected in the amount due for payment at the time of move in.

1 Applicant : £240.00	2 Applicants : £390.00	3 Applicants : £510.00	4 Applicants : £600.00
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PROOF OF IDENTITY & ADDRESS

- UK law requires us to obtain evidence of identity and proof of current address for each adult applicant. Below is a list of acceptable documentation; we need to see the original documents in your presence and to take photocopies to hold on file. If an applicant is not a European Union national or from Iceland, Liechtenstein, Norway or Switzerland we require proof that the person has permission to be in the UK and to either work or study here, under Government "Right to Rent" legislation.

Evidence of identity:	Proof of address:
✓ Current signed EU passport	✓ Current UK photo driving licence (if not already used as evidence of identity)
✓ Resident permit issued to EU nationals by Home Office	✓ Current local authority tax bill
✓ Current UK photo driving licence	✓ Bank or building society statement.
✓ For Non-EU or Non EEA Nationals, current signed passport and relevant passport visa(s).	✓ Utility bill (not a mobile phone bill)
	✓ Motor insurance certificate

Where the prospective tenant is a limited company, we will require the above for one director of the company together with a copy of the certificate of company registration.

A full list of countries whose nationals do not require visas for the UK is listed below.

Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland*, Ireland, Italy, Latvia, Liechtenstein*, Lithuania, Luxembourg, Malta, Netherlands, Norway*, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland** and the UK.

*EEA countries not part of EU ** Switzerland is neither an EU nor EEA member but is part of the single market.

WHEN DO I HEAR WHETHER THE APPLICATION HAS BEEN APPROVED?

- We usually have an answer from the landlord, subject to positive referencing, within two working days. Referencing can take two-five working days dependent on the speed of response to the referencing company by yourselves & your employer/landlord referees. Where the referencing report reveals any problems, the decision of the landlord is final.

Latitude Residential, Unit 1, 133 Creek Road, London, SE8 3BU, UK

Tel: +44 (0) 0208 694 1733 e-mail : info@latituderesidential.com

Catherine James Ltd, trading as Latitude Residential is a company registered in England and Wales with company number 7316392



SIGNING AGREEMENT & MOVING IN

- On taking the tenancy, you will need to pay the first month's rent and a security deposit usually equivalent to six weeks rent. You will be e-mailed an Initial Statement detailing the amount due which must be cleared in our account before the Assured Shorthold Tenancy Agreement is signed. This payment can be made by bank transfer to our account. All tenants have to come to the office to sign documentation and for Right to Rent identity checks.
- When the above process and documentation is complete, we will hand you the keys to move in.

SECURITY DEPOSIT

- The Security Deposit will usually be equivalent to 6 weeks rent and will be transferred to, and held in, one of the Government approved deposit schemes:-

Deposit Protection Service / MyDeposits / Tenancy Deposit Scheme

INVENTORY & CHECK-OUT REPORTS

- For properties managed by Latitude Residential you will be provided with an inventory report at the start of your tenancy. This report is designed to protect the interests of both landlord and tenant. It will also detail meter readings for utilities where applicable. You will have seven days to notify us in writing if you disagree with any part of the inventory. The landlord pays for the inventory. At the end of your tenancy we will arrange for a check-out inspection and report. The tenant pays for the check-out report which currently cost as follows :-

1 Bedroom : £78.00	2 Bedrooms : £90.00	3 Bedrooms : £102.00	4 Bedrooms : £126.00
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Charges include VAT @ 20% and are for apartments. Houses incur a 10% surcharge. Please note that check-out report charges can be subject to a reasonable increase between the start and end of your tenancy in line with UK inflation levels.

COUNCIL TAX

- Tenants are responsible for any Council Tax due on the property during their tenancy. You can check the Council Tax band and find the relevant local authority for the property that you are proposing to rent by using the following link :-
<https://www.gov.uk/council-tax-bands>
Once you have the band please check the relevant local authority website for the Council Tax payable.
- If you will be the only person over 18 living in the property you should be eligible for a discount on the Council Tax due. Please check the relevant local authority website.
If the property you are proposing to rent will be occupied solely by full time students you can apply for an Exemption from Council Tax. You will need to obtain a Council Tax Student Certificate from your education provider and send this to your local authority along with a copy of your council tax bill and tenancy agreement.

You are liable for Council Tax until your application for a discount or an exemption has been approved.

UTILITIES

- Tenants are responsible for the bills of all utility providers to the property during their tenancy, unless specifically agreed and stated otherwise in the Assured Shorthold Tenancy Agreement. This will normally include, but is not necessarily limited to, council tax, water & sewage charges, electricity, gas, oil or other heating fuel/charge, telephone & internet charges, television costs including TV licence.

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