

London's Finest Properties

**LIFE**  
Residential



TENANCY  
**GUIDE**

[liferesidential.co.uk](http://liferesidential.co.uk)

# Contents

Tenancy	3
Holding Deposit	3
Reference	3
Proof of Identity	3
Rent	3
Administration Charges	3
Renewal of Tenancy	3
Tenancy Deposit Protection Scheme	4
If the deposit is held by life	4
If the deposit is held by the landlord	4
Check in and Check Out Procedure	4
If the property is managed by life	4
If the property is managed by the landlord	4
Energy Performance Certificate	4
Gas Safety Certificate	4
Utilities and Telephone	4
Privacy Notice	5
Disclosure of your personal details	5
Marketing information	5
Accessing your information	5
Telephone Connection	5
Council Tax	5
TV License	5
Taken as Seen	5
Tenancy Agreement	6
Subject to Contract	6

## Tenancy

The rental agreement offered is for 12 months (subject to contract) and is known as an Assured Shorthold Tenancy if the rent is £100,000.00 per annum or less. For rents over £100,000.00 per annum. A "High Rent" (non-AST) tenancy agreement will be used. For Company Tenants we will use a Company Tenancy Agreement (non-AST).

## Holding Deposit

If you are interested in renting one of our properties, you will be expected to pay a holding deposit of one week's rent of the asking price. If the weekly rent is less than £300 per week, we will require a holding deposit of £500.

The holding deposit is to:

- Show you are willing to move into the property on an agreed date
- Enable us to prepare the property to be ready for your occupation
- Enable us to proceed with references
- Enable us to take the property off the market

Should the tenancy go ahead, that money will be put towards the initial payment. Should you subsequently pull-out, not move- in on the agreed date or should any references fail, you will forfeit your holding deposit to cover costs which include:

- Re-advertising the property to let
- Costs in lieu of the rent for keeping the property empty and not offering it to other applicants.
- Preparation of the Tenancy Agreement and other pre-tenancy documents
- Any references sought for which you have not separately pre-paid
- Any cancellation fees charged by inventory clerks
- Any repeat cleaning required prior to the start of a future new tenancy

If the Landlord withdraws the property from the market for any reason other than the reasons mentioned above, the holding deposit will be returned to you.

As of January 2015, all tenancies are processed through goodlord, our in-house tenancy software system. As such, please note the below charges will occur on the following card payments:

UK debit card - 0.75%  
Non-UK debit card - 2.5%  
All Credit cards 3%

Tenants can change cards once they have paid their holding deposit if they wish to use a different card to pay their move-in monies.

## Reference

Prior to the tenancy being offered, credit, employer, previous landlord and bank references may be obtained in respect of all tenants by professional referencing agencies acting on our behalf. Any offer of a Tenancy is strictly subject to satisfactory references being passed. Please note that we will require copies of bank statements for the last 6 months from yourself / your guarantor (whichever is applicable). The guarantor must be a UK homeowner.

## Proof of Identity

You MUST supply us with Proof of Identity, consisting of a current signed Debit card and one form of Photo Identification (Passport or Driving License Only). If you are a foreign national, we require proof of residency, e.g. a residence permit or visa. As well as photo ID, we also require a proof of address, i.e. a utility bill or council tax bill in your name at the given address. A UK driving license does provide both photo ID and proof of address, provided the address shown and that given by you are the same. From Companies, we require a Proof of Identity of the Director or Authorised Signatory, as well as proof of directorship or proof of authority to sign.

## Rent

Rent is payable in advance and MUST be paid by one Standing Order. You will need to complete one of our Standing Order Mandates before moving in and hand this to your bank to ensure the payments are set up prior to your next rent due date.

## Administration Charges

This includes the cost of preparing the Tenancy Agreement, obtaining references and the check-in.

Ist Tenant	£300 inc VAT
Additional Tenant	£120 inc VAT
Additional Guarantor	£72 inc VAT

Please note these charges will apply should there be a change of tenants mid tenancy or at renewal stage.

One Tenant changing	£300 inc VAT
Additional Tenant	£120 inc VAT
Additional Guarantor	£72 inc VAT

If existing Tenant/s wish to take over the tenancy, £72 inc VAT per person charge will apply for re-referencing.

## Renewal of Tenancy

Provided both parties are willing, the tenancy may be renewed for a further fixed term. A charge of £159.60 inc VAT is payable for the renewal of the tenancy, drawing up the renewal documents and to de-register and re-register your security deposit.

## Tenancy Deposit Protection Scheme

### If the deposit is held by life,

All deposits held on Assured Shorthold Tenancies will be registered with My Deposits ([www.mydeposits.co.uk](http://www.mydeposits.co.uk)). Deposits on Company Tenancies or Non Assured Shorthold Tenancies will be held by us as Stakeholder.

### If the deposit is held by the landlord

It is the Landlords responsibility to register your deposit with a Tenancy Deposit Protection Scheme and to provide you with a certificate within 14 days after you paid the deposit.

## Check in and Check Out Procedure

### If the property is managed by life

Upon moving into the property, a representative of LIFE Residential may attend to hand over keys and necessary documentation to you. A detailed inventory will be prepared prior to the start of the tenancy and sent to you as soon as possible. It is your responsibility to inform us if you do not receive it within 7 days of moving in. You are expected to check and sign this and return it to us within 7 working days of receipt. If you do not return a signed copy of the Inventory, or you do not inform us in writing of any discrepancy noted for our approval, it will be deemed that you accept the Inventory as it stands. It is the Landlord's responsibility to pay for the inventory. When the tenancy ends, a check out report will be prepared and the cost shared between Landlord and Tenant. Please note, if you fail to attend the check out appointment without giving 24 hours' notice, a cancellation fee may be levied by the inventory clerk which will be payable by you.

The Check Out Charge to the tenant is £138 inc VAT. Subject to the condition of the property this may increase. Please note that should you arrange an appointment with the Check Out company for no later than 12:00pm on your move out day and should you not attend there will be a cancellation fee.

If an electronic entry card/fob is required for access to the property, then you may be charged for the cost of this. At the end of the tenancy, the amount will be refunded to you provided the fob is returned with original proof of payment.

## If the property is managed by the landlord

It is the Landlord's responsibility to provide you with an inventory schedule upon moving in to the property and with a check-out report when you move out.

## Energy Performance Certificate

- EPC - Valid for ten years

A copy of the energy assessment will be given to you when you move in. If you require a further copy of the certificate, please notify us immediately, so we can arrange for a copy to be sent to you.

## Gas Safety Certificate

- GSC- Valid for one year

A copy of the Gas Safety Check (where applicable), is left in the property for your reference. If you cannot locate the certificate, please notify us immediately, so we can arrange for a copy to be sent to you.

## Utilities and Telephone

All monthly rents are exclusive of utility charges and telephone bills. You are required to transfer the utility supplies for gas, electricity, water and the telephone in to your name as well as the council tax at the start of the tenancy.

## Telephone Connection

To discuss connection with British Telecom Customer Services dial 150 from the UK. If you are calling from overseas, you need to dial your own International Operator who will connect you to our International Operator on 153. Ask for British Telecom Customer Services. If you are moving in to a property without a pre-existing BT line, the fee for connection should be paid by the Landlord.

## Council Tax

This is not included in the rent. It is the sole responsibility of the Tenant to pay this for the duration of the tenancy. A list of up to date charges for the various boroughs is available on request. If you are the sole occupier or a student, you may be entitled to a discount.

## TV License

You are responsible for the payment of the TV license, regardless of whether the television was provided by the Landlord. (Currently £145.50 per annum). For further information visit [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk)



# Taken as Seen

It is important to know that unless specific requests are made and agreed between the Landlord and Tenant prior to the agreement of terms, a property is let "as seen". This applies to decoration and those items that are noted on the inventory, therefore if you have special requirements these must be agreed at the time an offer is put forward to the Landlord.

# Tenancy Agreement

An appropriate Tenancy Agreement will be prepared for your signature prior to the start of the tenancy. It is our policy to execute the Tenancy Agreements and any Renewal Memorandum Agreements by dating the document as soon as it is signed by the parties. This may be prior to the actual tenancy start date. Once executed by us, both parties are legally bound to the Tenancy. When you sign this Tenancy Guide you are confirming your authority for us to execute and bind the Tenancy Agreement and any Renewal Agreement in this manner without further reference to you

In order to process the Tenancy, the following documents are required:	Upon signing the Tenancy Agreement and before moving in, please provide the following:
<input type="checkbox"/> 2 forms of I.D (I Photo ID)	<input type="checkbox"/> Rent for the initial period payable in advance
<input type="checkbox"/> 1 Debit / Credit Card	<input type="checkbox"/> Six weeks Deposit
<input type="checkbox"/> 6 months bank statements	<input type="checkbox"/> Administration Fees
<input type="checkbox"/> VISA (if applicable)	<input type="checkbox"/> Signed Standing Order Mandate

Amounts due must be paid in cleared funds (bankers draft, direct bank transfer or debit card), prior to us releasing keys to the property.

Property address: \_\_\_\_\_

Rent offered: £\_\_\_\_\_  per week  calendar month

Payable:  Monthly  6 monthly  Yearly

Proposed start date: (dd) \_\_\_\_\_ (mm) \_\_\_\_\_ (yyyy) \_\_\_\_\_

Term: \_\_\_\_\_ Months \_\_\_\_\_ months' notice

Break clause: \_\_\_\_\_ after the \_\_\_\_\_ month of the tenancy.

Parking: included / excluded space number (if applicable): \_\_\_\_\_

Other requirements: \_\_\_\_\_

Where did you hear about us? \_\_\_\_\_

Name of LEAD tenant: \_\_\_\_\_

Current Address: \_\_\_\_\_

Alternative Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

Country of Origin: \_\_\_\_\_

Nationality: \_\_\_\_\_

Profession: \_\_\_\_\_

Next of Kin: \_\_\_\_\_

Guarantor (if applicable): \_\_\_\_\_

# Subject to Contract

Payment and acceptance of the holding fee does not legally bind either the Landlord or the Tenant to the Tenancy prior to the signing of the Tenancy Agreement by all parties.

I CONFIRM THAT I HAVE READ AND AGREE TO THE TERMS HEREIN: Date: \_\_\_\_\_

Lead Tenant

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

**Name of SECOND tenant:** \_\_\_\_\_

Current Address: \_\_\_\_\_

Alternative Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

Country of Origin: \_\_\_\_\_

Nationality: \_\_\_\_\_

Profession \_\_\_\_\_

Next of Kin: \_\_\_\_\_

Guarantor (if applicable): \_\_\_\_\_

**Name of THIRD tenant:** \_\_\_\_\_

Current Address: \_\_\_\_\_

Alternative Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

Country of Origin: \_\_\_\_\_

Nationality: \_\_\_\_\_

Profession: \_\_\_\_\_

Next of Kin: \_\_\_\_\_

Guarantor (if applicable): \_\_\_\_\_

**Name of FOURTH tenant:** \_\_\_\_\_

Current Address: \_\_\_\_\_

Alternative Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

Country of Origin: \_\_\_\_\_

Nationality: \_\_\_\_\_

Profession: \_\_\_\_\_

Next of Kin: \_\_\_\_\_

Guarantor (if applicable): \_\_\_\_\_

### Subject to Contract

Payment and acceptance of the holding fee does not legally bind either the Landlord or the Tenant to the Tenancy prior to the signing of the Tenancy Agreement by all parties.

**I / we confirm that we have read and agree to the terms herein:**

Date: \_\_\_\_\_

Second Tenant                      Date: \_\_\_\_\_      Signed: \_\_\_\_\_

Third Tenant                      Date: \_\_\_\_\_      Signed: \_\_\_\_\_

Fourth Tenant                      Date: \_\_\_\_\_      Signed: \_\_\_\_\_

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