

APPLICANT GUIDE

STEP BY STEP GUIDE TO RENTING WITH DAUNTONS

STEP 1

Decide:

1. Where you want to live.
2. When you need to move.
3. How long you need to live there for.
4. Who you will be living with.
5. How much you can sensibly afford to pay.
6. How many bedrooms you will need.
7. Special requirements; e.g. parking, outside space, etc.

STEP 2

Log on to www.dauntons.co.uk for full property listings and to register for email updates, or give us a call on

020 7834 8000

Or

Visit the office and speak to one of our team to tell us what you are looking for and to arrange viewings.

STEP 3

Prepare details of:

1. Your employer or your accountant
2. Your bank and account details
3. Your address details for the last 3 years
4. Your current landlord or letting agent details
5. Proof of address (utility bill from the last 3 months)
6. Your photo ID

STEP 4

On finding the property you would like to rent: Complete our application form to submit your offer including the following details:

- **Tenancy start date**
- **Length of tenancy**
- **Any conditions**

We will then negotiate between you and the landlord to come to the best agreement for both parties.

Once accepted please read, sign and return your Tenants' Terms and Conditions and Offer Confirmed Form.

We will ask for a one week holding deposit to remove the property from the market - this goes towards your security deposit. Complete your Reference Form, which will be emailed to you and completed online.

NB you will need to show earnings of **2.5 times the annual**

STEP 5

Read and sign the Tenancy Agreement, pay your first month's rent, 6 weeks deposit and agency fees.

It is essential that you understand your Tenancy Agreement before signing it. Please contact your negotiator in the first instance if you have any questions.

If you remain unsure of any of the terms and conditions contained in the Tenancy Agreement we recommend you seek independent legal advice.

RIGHT TO RENT AND MONEY LAUNDERING

It is our legal obligation to ensure our tenants have the Right to Rent in the UK.

British nationals, citizens of the UK and Colonies with right of abode in the UK or a permanent resident of an EEA country or Switzerland automatically have a right to rent in the UK. We will need to see and take copies of original documents to verify your nationality.

If you are a National from outside the EEA, we will need to confirm your nationality and will require travel documentation to prove you have the right to stay in the UK. If your permission has a time limit, we will need to check it again in future once that time limit has ended or after 12 months, whichever occurs later.



SALES | RENTALS | COMMERCIAL | CONSULTANCY | MANAGEMENT | VALUATION & SURVEYS
8 DENBIGH STREET, LONDON, SW1V 2ER
T: +44 (0)20 7834 8000 | E: mail@dauntons.co.uk
REGULATED BY RICS, ARLA-PROPERTYMARK & NAEA-PROPERTYMARK
A LIST OF PARTNERS IS AVAILABLE FOR INSPECTION AT OUR OFFICES

ABOUT DAUNTONS

Dauntons is a partnership that has been operating in this part of London for over 80 years, and the integrity and professionalism established back in the 1930's remains with us today.

In addition to being letting agents we are also chartered surveyors and abide by both RICS and ARLA codes of conduct.

Our staff are at the core of our business and we ensure that every one of them is professionally trained to the highest standards. Within the lettings department all our staff are either ARLA qualified or training to be so. This means whoever you speak to, whoever shows you a property, is up to date with the latest lettings regulations.

We are part of the local community, pride ourselves on our excellent knowledge of the area and we will always strive to find a home that suits your needs. We don't want to waste your time or ours. We will tell you honestly everything we know about the property, the area and local facilities. If we don't know we will find out.

All our fees will be explained to you up-front and there will be no hidden extras. We will process your application immediately and apply for references. Any information you give us will be treated in strict confidence and in accordance with the Data Protection Act.

All of our properties can now be found



As Dauntons is a **RICS-regulated** firm we are consequently members of the RICS clients' money protection scheme which is a free service provided by RICS to their regulated firms.

Dauntons is a member of the dispute and compensation scheme operated by **The Property Ombudsman**

FEES TO: TENANTS*

BEFORE YOU MOVE IN:

Set up fee (tenant's share) = £222.00 (inc VAT)

Contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement

Tenant Reference Checking Fee = £45.00 (inc VAT) per tenant. *Referencing each tenant (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability)*

Guarantor Fee = £45.00 (inc VAT) per guarantor (if required). *Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement*

Returnable Security Deposit = 6 x weekly rent
Pet Deposit additional Returnable Security Deposit = 2 x weekly rent

DURING YOUR TENANCY:

Changing named tenant on agreement = £267 (inc VAT)
Reference checking new tenant, contract negotiation, amending terms and updating your tenancy agreement during your tenancy, updating deposit registration.

Renewal Fee (tenant's share) = £90.00 (inc VAT)
Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

ENDING YOUR TENANCY:

Check out Fee = £150 to £350 (inc VAT) depending on size of property. *Conducted by Independent inventory clerk. Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit(s)*

Professional Cleaning (if required) = Individual quotes provide by contractor. *Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy.*

OTHER FEES AND CHARGES:

Each Letter sent for non-payment of rent = £25 (inc VAT)
One letter sent every 7 days after due

Unpaid Rent / Returned Payments = Interest at 3% above Bank of England Base Rate from date due

***Full terms and conditions can be supplied on request.**



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