



ALWYNE ESTATES' GUIDE TO FINDING YOU A NEW HOME

SUBMITTING OFFER

The landlord has accepted your offer outlined on the following page. The next step is to pay a holding deposit which is one weeks rent to secure the property and take it off the market. This will go towards the five week deposit and you will pay the remaining four weeks prior to moving in. **The one week holding deposit is non – refundable should any potential tenant provides false/misleading information, do not sign the Tenancy Agreement, fail right to rent checks or withdraw their offer.** The five week deposit will be held and registered with TDS for the duration of the tenancy and will be returned to you once you have vacated, deductions may apply depending on whether there have been damages made and/or rent arrears.

REFERENCING

Once your offer has been accepted, we will submit your details to the third party referencing company we use. They will send you a link to their online referencing portal where you will need to supply all of the required information and complete the application. You will be asked for details of your current employer, previous landlord and addresses, right to rent and passport, bank statements, proof of funds emergency contact and some further general information. If you are self employed, you will need to provide your accountants details or the most recent tax return you filed.

For a tenant to pass the affordability check they must be earning a minimum of 2.5x the annual rent.

For a guarantor to pass the affordability check they must be earning a minimum of 3x the annual rent and be a UK based homeowner.

TENANCY AGREEMENT

Once the referencing checks are completed, we will send them onto the landlord for their approval. A tenancy agreement will then be sent to you via DocuSign to sign and complete. Subject to whether you have a guarantor or not, a guarantor form will be sent to your guarantor via DocuSign which they need to complete. At this same time, a deal sheet with the outstanding balance will be sent to you via email with our bank details. The deal sheet will include the first months rent and outstanding four week security deposit. The outstanding balance must be cleared at least 14 days prior to moving in. Once all monies have been received we can countersign the tenancy agreement on the landlord's behalf and issue the TDS Certificate.

MOVING IN

Keys can be collected at our office 286 St Pauls Road London N1 2LH from 12pm onwards on the day the tenancy is due to begin. A check in inventory will take place in the morning. You will receive a welcome email from us which includes copies of the tenancy agreement, TDS Certificate, gas and electrical certificates, EPC, how to rent guide, Alwyne Management leaflet, what is the TDS, the bank details to pay rent to and details of who to contact for any maintenance issues throughout the tenancy.



DETAILS OF YOUR OFFER ACCEPTANCE

PROPOSED OFFER:

Property address:

Monthly rental amount:

Contract term:

Ideal move in date:

Furnishing level:

Pets:

Children:

Additional requirements/requests:

TENANT 1

Full name

Mobile number

Email address

Date of birth

Employment status

Position and company name

Annual salary

Current address

Current landlord's email address

Current landlord's mobile number

TENANT 2

Full name

Mobile number

Email address

Date of birth

Employment status

Position and company name

Annual salary

Current address

Current landlord's email address

Current landlord's mobile number

Tenant(s) signature:

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Holding deposit received by Agent:

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