

The Letting Process

In order to apply for a tenancy on a rental property with us you will need to follow the below procedure:-

Please be aware that your annual base salary needs to be 30x the monthly rental amount e.g. if the rent is £650 pcm then you need to be earning at least £19,500 per annum.

We will require payment of a non-refundable **£250** holding deposit (this will go towards the overall month and a half rent deposit that is taken upon the signing of the tenancy agreement) together with our administration fee which covers the referencing and set up of the tenancy. This fee varies dependent on the number of applicants applying and whether a guarantor is needed and this is detailed below:-

- 1) One applicant - £180 (inc. VAT)
- 2) Two applicants - £280 (inc. VAT)
- 3) For every subsequent applicant - £70 (inc. VAT) e.g. 3 x applicants is £350
- 4) For every guarantor - £70 (inc. VAT)
- 5) For every person over the age of 18 who will be living in the property but not being credit checked - £25 (inc. VAT) each

This can be paid in cash, cheque or debit card (call us to arrange - 0121 454 3322) or by bank transfer into our **Handelsbanken** account: **Sort Code: 40-51-62 Account Number: 85210197** - please quote your name or the property address so the payment can easily be identified. Please be aware that before we can start processing the application the payment needs to be cleared funds in our account. Please note that card payments from bank accounts outside Europe will incur an additional 3.5% handling charge.

The tenancy application form will need to be completed in full per applicant - this can be done on-line, via email or at our office. Once the application forms have been completed and the reference check is approved the documentation will be prepared and a date arranged to sign and move in - at this point the balance of the month and a half / 2 months* rent tenancy deposit plus first months' rent in advance is required in cleared funds - again bank transfer or cash - an invoice for the full amount will be sent. Keys will only be given out once the payment is cleared in our account

***Please note that the tenancy deposit is 2 months for students and tenants with pets. All Students will be required to have Guarantors who live in the UK upon whom credit checks can be made or be in the position to pay at least 6 months' rent up-front.**

The £250 will only be refunded if the Landlords situation changes and they pull out of the tenancy e.g. it will not be refunded if the credit check is declined or the applicant pulls out.

Deposits are registered and protected by the **Tenancy Deposit Scheme (TDS)** and their scheme rules will be provided on and with the tenancy documentation. If you would like further details on them then please visit their website www.thedisupteservice.co.uk

Please note: All applicants have to provide photographic proof of identity in the form of a valid passport as well as a Visa (if appropriate) and either a recent utility bill or council tax bill, no more than 3 months old. See attached list of acceptable documents.

If you have any queries please do not hesitate to contact the Lettings Team on **0121 454 3322** or email: lettings@robertpowell.co.uk Office Hours are 9am to 5.30 pm Monday to Friday.

List A

Group 1 – Acceptable single documents

1. A passport (current or expired) showing that the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card (current or expired) showing that the holder is a national of the European Economic Area or Switzerland.
3. A registration certificate or document (current or expired) certifying or indicating permanent residence issued by the Home Office, to a national of a European Union, European Economic Area country or Switzerland.
4. A permanent residence card, indefinite leave to remain, indefinite leave to enter or no time limit card issued by the Home Office (current or expired), to a non-EEA national who is a family member of an EEA or Swiss national.
5. A biometric immigration document issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. The document must be valid (not expired) at the time the right to rent check is made.
6. A passport or other travel document (current or expired) endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A current immigration status document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person is permitted to stay indefinitely in the UK or has no time limit on their stay in the UK. The document must be valid (not expired) at the time the right to rent check is made.
8. A certificate of registration or naturalisation as a British citizen

Group 2 – Acceptable document combinations.

Any **two** of the following documents when produced in any combination:

- a) A full birth or adoption certificate issued in the UK, the Channel Islands, the Isle of Man or Ireland, which includes the name(s) of at least one of the holder's parents or adoptive parents.
- b) A letter issued within the last 3 months confirming the holder's name, issued by a UK government department or local authority and signed by a named official (giving their name and professional address), or signed by a British passport holder (giving their name, address and passport number), or issued by a person who employs the holder (giving their name and company address) confirming the holder's status as an employee.
- c) A letter from a UK police force confirming the holder is a victim of crime and personal documents have been stolen, stating the crime reference number, issued within the last 3 months.
- d) Evidence (identity card, document of confirmation issued by one of HM forces, confirmation letter issued by the Secretary of State) of the holder's previous or current service in any of HM's UK armed forces.

- e) A letter from HM Prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming the holder's name, date of birth, and that they have been released from custody of that service in the past 3 months; or a letter from an officer of the National Offender Management Service in England and Wales, an officer of a local authority in Scotland or an officer of the Probation Board for Northern Ireland confirming that the holder is the subject of an order requiring supervision by that officer.
- f) Letter from a UK further or higher education institution confirming the holder's acceptance on a course of studies.
- g) A current full or provisional UK driving licence (both the photo card and paper counterpart must be shown).

List B

Documents where a time-limited statutory excuse is established

1. A valid passport or other travel document endorsed to show that the holder is allowed to stay in the UK for a time-limited period.
2. A current biometric immigration document issued by the Home Office to the holder, which indicates that the named person is permitted to stay in the UK for a time limited period.
3. A current residence card (including an accession residence card or a derivative residence card) issued by the Home Office to a non-EEA national who is either a family member of an EEA or Swiss national or has a derivative right of residence.
4. A current immigration status document issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK for a time-limited period.
5. In the case that the person has an ongoing application with the Home Office, or their documents are with the Home Office, or they claim to have a discretionary right to rent, an email from the Landlords Checking Service providing a "yes" response to a right to rent request. **This will only be sent to the landlord by the Landlords Checking Service.**