

FEES TO: TENANTS

COUNTRIES OUTSIDE THE UNITED KINGDOM, EU & EEA MEMBER STATES

If your country of origin is outside the United Kingdom, EU or EEA member countries you will need to provide us with the following documentation prior to a tenancy being granted:

- Valid in-date Passport

PLUS OR

- Valid in-date UK Visa
- Valid in-date UK Biometric Residency Permit

Should you not have a UK Visa or Biometric Residency permit entitling you to reside in the United Kingdom, you will need to provide any documentation you have that entitles you to reside in the United Kingdom to us for validation.

FOR EXAMPLE

A valid Immigration Status Document issued by the Home Office to you, with an endorsement indicating that you are permitted to stay indefinitely in the UK or have no time limit on your stay in the UK.



FAILURE TO PROVIDE ALL THE NECESSARY DOCUMENTATION THAT RELATES TO YOUR RESIDENCY STATUS WILL RESULT IN YOU BEING UNABLE TO RENT A PROPERTY WITHIN THE UK.

TENANT IMMIGRATION FACTS

RIGHT TO RENT ACT 2014

Before you are granted a tenancy by your Letting Agency, you will have to demonstrate your eligibility under the Right to Rent Act 2014 to establish your immigration status and whether you are legally entitled to rent a property within the United Kingdom.

Who does this legislation apply to?

The Immigration Act 2014 applies to everyone wishing to rent a property within the United Kingdom. Whether you are a British national, from a member state of the European Union or from anywhere else in the world, the validation of your immigration status is required by law. Anyone else who will be living at the property with you, including children over 18 years old will be required to complete the same validation checks.

How does the process work?

Your Letting Agency at the point of your application will either scan your documents directly into our system. This process is totally separate from your reference process.

What documents do you need to provide?

On the reverse side of this fact sheet there is information on what you are required to provide depending on your country of origin. If you still need assistance please call us.

BEFORE YOU MOVE IN...

APPLICATION FEE (PER PERSON AGED OVER 18) / £168 INC. VAT

Full referencing checks carried out by Blinc to include:

- Identity check
- Employers and landlord references
- Affordability check
- Self-employed accounts verification
- Any other information that may be required by Blinc
- All application fees are non-refundable once paid

GUARANTOR FEE (PER GUARANTOR) / £120 INC. VAT

- Same process as main applicant full referencing

COMPANY LET (PER PROPERTY) / £360 INC. VAT

- Full company reference, including company credit check and gathering of information from Companies House. Company Let only available to companies registered at Companies House UK.

LEGAL DOCUMENTS / £216 INC. VAT

- Preparation of your Assured Shorthold Tenancy agreement
- Allocation of written and photographic professional inventory
- Check in at the property or in our office (as per your requirements)
- Independent end of tenancy inspection and apportionment of the deposit

TENANCY RENEWAL FEE (PER PROPERTY) / £90 INC. VAT

- To negotiate and issue a new tenancy agreement

PROVISION OF A TENANT'S REFERENCE (PER TENANT) / £36 INC. VAT

- To administer the provision of a reference to your next Landlord/Agent

MANAGEMENT ADMINISTRATION FEE / £60 PER HOUR INC. VAT

(subject to a minimum fee of £24 inc. VAT)

- To perform any requested administrative tasks such as duplicating copies of tenancy agreements

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THE APPLICATION PROCESS

WHAT YOU NEED TO DO NEXT:

- A member of our property management team will send you an email application link to the email address you have provided.
- If you do not receive this link from Blinc (our appointed referencing partner) please call and we will check the email address and resend you the link.
- When you receive the application link, enter the application area and complete all the information that is relevant to your circumstances.
- When you have completed and submitted your application, you will receive a further link from Blinc. This link will take you to your case tenant hub where you can monitor the progress of your application.
- In the tenant hub you should use the document upload facility to upload documentation that is relevant to your circumstances. For more information on the documents we need you to upload, please see the reverse side of this leaflet.

SELECT YOUR CIRCUMSTANCES & UPLOAD THE RELEVANT DOCUMENTATION IF REQUIRED:

Employed (PAYE)

- Written confirmation from employer, or
- Last 3 months wage slips
- Latest P60 (if available)
- Bank statements showing salary for the last 3 months (must have employer name as reference)
- Proof of any benefits submitted on your application

Self-employed

- Latest SA302 (Self Assessment showing tax due on gross income)
- Or certified accounts for the last 3 years
- Proof of any benefits submitted on your application

Unemployed

- Proof of any benefits submitted on your application

Own Means / Retired

- Proof of State/Private Pensions
- Proof of Investment Income
- Proof of any other income you have submitted i.e. dividends from shares

Home Owner

- (Any of the following as proof of home ownership)
- Latest Mortgage Statement
 - Solicitors Completion Letter
 - Current Building Insurance Policy
 - Land Registry Extract

NOTE! Avoid Delays

- When we request information please be proactive and upload the information requested
- You can fax your documents, see below
- Contact all your referees and ask them to respond

We really want to get you moving as quickly as possible, so please help us to process your file as quickly as possible. Delays in us receiving information from you or your referees will slow the application process and result in later than expected moving dates. You can check your progress in your case management area

THE IMMIGRATION ACT 2014 MEANS YOU NEED TO DEMONSTRATE YOUR RIGHT TO RENT IN THE UNITED KINGDOM

Right To Rent checks are a legal requirement for anyone wishing to rent a property in the United Kingdom.

UNITED KINGDOM

REQUIRED DOCUMENTS BEFORE MOVE IN:

- Passport current or expired

If you do not have a British passport you will need to provide us with any two of the following documents before a tenancy can be granted -

- 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.
- A letter issued within the last three 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 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.
- A letter from a UK police force, issued within the last three months, confirming that the person is the victim of crime, that personal documents have been stolen and stating the crime reference number.
- Evidence of the person's previous or current service in HM armed forces.
- HM prison discharge papers or a probation service letter.
- A Disclosure and Barring Service certificate issued within the last three months.
- A current full or provisional UK driving licence (both photo card and paper counterpart must be shown).
- Benefits paperwork issued by HMRC, local authority or a Job Centre Plus, issued within the last three months.
- A letter from a UK further or higher educational institution confirming the holder's acceptance on a course of studies.

EU & EEA MEMBER STATES

REQUIRED DOCUMENTS BEFORE MOVE IN:

- Passport or EU Identity Card from your country of origin

Your immigration documents must be provided to us for validation before a tenancy will be granted.