

CONFIRMATION OF OFFER

Property Address:	15 Kintyre House, Coldharbour, London, E14 9NL
Rental Sum Offered:	£295.00
Move Date:	11/10/2013
Property Taken as Seen:	Yes
If no, state conditions?:	

Break Down of move in monies:

1 calendar months rent in advance	£1,278.33
5 weeks damage deposit	£1,475.00
1 weeks rent administration fee	£295.00
VAT @ 20%	£59.00
Sub total	<u>£3,107.33</u>
<i>Less Holding deposit</i>	<i>£400.00</i>
Balance due within 7 days of offer*	<u>£1,075.00</u>
Balance due to commence tenancy	<u>£1632.33</u>

IMPORTANT: The balance of the 5 week damage deposit MUST be received within 7 days of the offer being placed. If this is not received then you will risk losing your Holding Deposit and your offer being withdrawn.

IMPORTANT: Reference forms MUST be completed and returned to Atkinson McLeod before any offer can be put forward to the Landlord.

Signed.....	Date...../...../.....
Signed.....	Date...../...../.....
Signed.....	Date...../...../.....
(Confirms that all 3 pages have been read and that there are no amendments or alterations)	

Prospective Tenants Information sheet

The information sheet should be read so that you are aware of the sequence of events between placing your holding deposit and your eventual move in to the property concerned.

If you have any queries during the course of your application for tenancy you should contact the consultant responsible for letting the property to you

Letting Consultant Tom Alison
Contact Number 2070019691
Email address toms@atkinsonmcleod.com

Holding deposit

We require a holding deposit of £400 to take any property off of the market. This is a non returnable deposit which enables us to begin the referencing process and negotiate your offer with the Landlord. It is also important to make clear this deposit does not imply a tenancy.

Damage deposit

We require receipt of the damage deposit (as outlined on page 1) within 7 days of the offer being made. **THIS PAYMENT MUST BE MADE BY A SINGLE DIRECT BANK TRANSFER**, NB: All transfers must be referenced as follows;

“ MIB *unique code* ” (unique code will be provided to you by the consultant)

This is a non returnable deposit which enables us to request a Tenancy Agreement that must be signed by ALL tenants within 10 days of the offer being made. **(Bank details provided on the last page of this document)**

Referencing

The reference forms that you have filled in are then faxed to a referencing agent who will contact all the referees on your forms. References should be completed within 2-4 working days. To ensure that there are no delays, complete the application form in as much detail as possible. Also, contact all of your referees to advise that a swift response is required.

Failed References

If your references are unsatisfactory then we will inform you either that your tenancy application has been declined or that we require a larger deposit or a guarantor for your tenancy. If a guarantor is required this must be supported by photo ID carrying a signature - a passport is ideal.

A guarantor will be needed in the following circumstances

- You are a full time student
- You have not been in full time employment for the last six months
- Your annual salary does not constitute enough to pay your rent (a 3½ multiple of your annual rental share)

A Guarantor needs to have an income and also be a home owner. The guarantor will sign to accept your responsibilities under the tenancy agreement should you fail to honour them.

Tenancy

Atkinson Mcleod uses a standard Assured Shorthold Tenancy. The term is for 12 months less one day. A break clause may be negotiated with the Landlord on your behalf, but this is at the Landlord's discretion and

must be requested. The break clause will allow either the Landlord or Tenant to serve 2 months notice only after the first 6 months has expired. Thus the minimum term will be for 8 months.

Once the references are approved your lettings consultant will call you to arrange a time for you to come in and sign your tenancy agreement and pay the balance of your move in monies. A move in time and date will be agreed with the landlord and out going tenants.

All tenants must be present at the at the signing of the Tenancy Agreement.

Balance of Move in monies

The balance of the move in monies must be taken in cleared funds prior to the commencement of the tenancy. Atkinson McLeod will accept the following methods of payment.

- **ALL BALANCE OF MOVE IN MONIES MUST BE PAID BY DIRECT BANK TRANSFER.**
Note: All transfers must be referenced “ **MIB *unique code*** ” (unique code will be provided to you by the consultant)
- All major credit and debit cards are **ONLY** acceptable for holding deposits (in person or over the phone)
Note: there is a cumulative limit of £400 that can be taken over the phone.
Note: There is a 1.8% handling fee on credit cards
- We **DO NOT** accept payments using cash/American Express or Diners Club Cards

The damage deposit will be placed in a Tenancy Deposit Scheme and is to be returned at the end of your tenancy after your property has been checked out and professionally cleaned by you. **(Bank details provided on the last page of this document)**

Payment of rent

Rent payments are only accepted by standing order. This will need to be completed before a tenancy can commence and must be one Standing Order per household.

Check In/inventory (subject to landlords instructions)

Subject to the landlords instructions we will arrange for an Inventory to be prepared by a third party Inventory clerk prior to your move-in. A copy of this document will be posted to you once the tenancy commences.

Property Maintenance

Who you should contact during the tenancy, regarding either maintenance or account issues, will differ dependant upon the service agreement between Atkinson McLeod and your Landlord,

If the Landlord has elected to manage the property himself then all contact regarding your tenancy including any notices should addressed to the landlord direct.

Alternatively, your Landlord may have instructed Atkinson McLeod to manage the property on their behalf. You will be advised if this is the case. In this instance all issues relating to your tenancy should be communicated to Atkinson McLeod. This includes service of any notices.

In the instance where Atkinson McLeod manage the property, your rent will be paid by standing ordered direct into our account, then forwarded to the landlord. All repairs and tenancy queries should be reported to our property management department on;

020 7488 5045 or email propertymanagment@atkinsonmcleod.com

Should you withdraw your application for the tenancy or your references prove unsatisfactory, an administration charge of £400 is payable to Atkinson McLeod. Should the landlord withdraw for any reason (receipt of inadequate references excepted) then the holding deposit will be refunded in full. Deposits paid by card will be refunded back to the original card.

BANK DETAILS:

HSBC
Sloane Square Branch
13/14 Sloane Square
London
SW1W 8AL

Initial

UK Transfers

Account Name: Atkinson McLeod Client Account
Account Number: 11399713
Sort Code: 40-06-15

Overseas Transfers

Account Name: Atkinson McLeod Client Account
IBAN CODE: GB35MIDL40061511399713
SWIFT CODE: MIDLGB22