



THERE ARE 7 STEPS TO MOVING IN: INDIVIDUAL TENANCIES

STEP 01: PAY PROCESSING FEE

The processing fee is £300 for a room on an individual tenancy. Once paid the property is taken off the market and reserved for you. The £300 fee contributes to the below:

£150 towards our office administration fees. This includes one credit and reference check, 'Right to Rent' and ID check, production of the tenancy agreement and office administration.

The other £150 goes towards your first months' rent in advance.

This can be paid by cash, UK bank transfer or overseas transfer (bank details are provided on the final page). Please ensure that you account for any commission/charges incurred for the transfer as this is not payable by Mckinley Residential. Unfortunately, we cannot accept payments over the phone.

This fee of £300 is non-refundable should you decide not to go ahead with the property.

Once the processing fee funds have been received we will send you a 'Reservation Form' to sign electronically - confirming the payment. You will also be sent an invoice for your records for the £300 – 'First Invoice'.

STEP 02: SUBMIT CONTACT DETAILS AND UK GUARANTOR INFORMATION (IF APPLICABLE)

A 'New Tenant Information Form' will be sent to you to confirm your contact details and that of your UK guarantor (if applicable). This information will be used for the Tenancy Agreement and the guarantor information will be used to initiate the reference check.

As is standard with all rented accommodation, Landlords need to know that you can pay the rent each month. With students, this is difficult to show, therefore Landlords require tenants to provide a guarantor to guarantee that the rent will be paid. Therefore, all UK tenants are required to provide a UK resident guarantor. A guarantor must be a UK resident, if they are not a UK resident they cannot be a guarantor for you unfortunately.

If a UK guarantor cannot be provided, which may be the case for international students, then 3 months' rent in advance will be required – this is in addition to the first month's rent in advance that is required for all tenants. The 3 months' rent is used to cover the last three months of your tenancy, providing assurance to your Landlord that you will honour the full term of your tenancy agreement.

STEP 03: UK GUARANTOR TO COMPLETE REFERENCE CHECK (IF APPLICABLE)

Your guarantor will receive an email from our reference checking partner 'FCC Paragon' requesting they complete an online form. A reference check cannot be initiated any sooner than 60 days before a tenancy starts, as per the terms of the reference agency.

Once initiated we recommend that this be completed as soon as possible as this can take more than 14 days to be processed. If this is not completed as soon as possible it may impact the rest of the stages of the process. Please be aware that if your guarantor does not submit all the information requested, then this too can delay the process.

- If your guarantor has any queries regarding the online form, they must contact FCC Paragon directly
- If your guarantor does not pass the reference check, you can provide us with an alternative guarantor, please be aware that there will be an additional fee of £54.00 inclusive of VAT applicable

Guarantor ID and proof of address

A copy of the photo section of your guarantor's passport or drivers licence will be required.

A recent utility bill in your guarantor's name (within the past 3 months) will be required.

Please email copies to help@mckr.co.uk

STEP 04: SETTLE FINAL INVOICE

A final invoice will be sent to you, this will provide a breakdown of the upfront costs required prior to you moving into the property. This includes:

- First months' rent in advance (minus £150 already paid with processing fee to secure property)
- Six weeks security deposit
- Three months' rent guarantee (applicable to International students who are unable to provide a UK resident guarantor)

We ask that this invoice is paid no later than 20th August 2018. Please use your property name and room number as a payment reference i.e. for Langley Meadows Room 1, use 2LangR1.

We have a waiting 'stand-by' list and unfortunately if all funds and documentation are not received in time, the room may be released to another person, so please act as quickly as possible.

STEP 05: SIGN TENANCY AGREEMENT

Upon successful completion of the other stages, a Tenancy Agreement will be sent to both yourself and your guarantor (if applicable) to sign electronically. The Tenancy Agreement will state the official start date of your tenancy.

Please be aware that you will not be permitted to move into a property until we have checked your ID/Visa in person, as all tenants are subject to a 'Right to Rent' check before we hand over keys and move you in. More information is provided in Step 6; please also refer to our 'Right to Rent' Guide for further information.

STEP 06: 'RIGHT TO RENT CHECK' TO BE CARRIED OUT

We are required to check your 'Right to Rent' documentation in person with you, as proof you have the 'Right to Rent' in the UK – this applies to all tenants regardless of nationality.

If you have a '**time limited**' right to rent in the UK this can be done no sooner than 28 days before the start of your tenancy.

If you have an '**unlimited right to rent**' in the UK then we can check your documentation at any time before the start of your tenancy.

Please refer to the 'Right to Rent' Guide for further information.

STEP 07: MOVE INTO THE PROEPRTY

We are unable to give keys to you to you until all of the following has been completed:

1. Guarantor ID and utility bill has been received
2. The Reference Check of the UK guarantor has been completed
3. The Final Invoice has been paid and all funds have cleared our account
4. The Tenancy Agreement has been signed by yourself and your guarantor (if applicable)
5. The 'Right to Rent' ID check has been carried out with you

Once all the above stages have been completed by yourself and your guarantor (if applicable) we will be able to move you into the property.

In advance of you moving in, we will provide you with an official 'start date' of your tenancy. Please note that the start date is set for you and this date is not flexible – you will therefore be liable for the rent as of this date, regardless of what date you wish to move into the property.

We ask that all tenants liaise with us in advance of booking travel arrangements such as flights etc, so that we can confirm whether we will be able to move you into the property on your chosen date. Please bear in mind that as we need to check your ID/Visa (if applicable) in person, this may not be possible on the same day that you arrive in the UK – if you are travelling from overseas. 'Right to Rent' checks can be carried out at our offices.

Please note that we will only be able to move you into your property during office hours. If you are arriving at night you will be required to seek alternative accommodation for the evening.

When we move you into the property, we will provide you with an Inventory of the property – this document details the condition of the property when it is handed over to you, this will need to be signed and returned to us.

MCKINLEY BANK DETAILS:

Name: Mckinley Residential

Sort Code: 09-06-66

Account No. 41020871

IBAN code: GB31ABBY09066641020871

BIC/SWIFT: ABBYGB2L

Bank: Santander Business

Bank Address: PO Box 10102, 21 Prescot Street, London, E1 8T

CONTACT DETAILS:

Phone: 0208 418 0846

Email: help@mckr.co.uk

Website: www.mckr.co.uk