



THERE ARE 7 STEPS TO MOVING IN JOINT TENANCIES

STEP 01: PAY PROCESSING FEE

A processing fee of £150 per tenant is required upfront in order to secure a property. The overall cost for the household therefore depends on the number of tenants.

Examples:

4-bedroom house: $4 \times £150 = £600$ – total required
5-bedroom house: $5 \times £150 = £750$ – total required
6-bedroom house: $6 \times £150 = £900$ – total required
7-bedroom house: $7 \times £150 = £1050$ – total required

Mckinley Residential is not involved in how the processing fee is paid by a group. If a group has had to cover the cost of some of the other tenants (or for people they haven't found to join the group yet) then you would need to re-coup this money directly from them.

We require one payment for the full amount required for the property.

We cannot secure a property for you unless the full amount has been paid.

Once paid the property is taken off the market and reserved for you.

The £150 fee per tenant is for 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. This fee is non-refundable should you decide not to go ahead with the property.

Payment can be made in 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.

Once the processing fee funds have been received we will send you a 'Reservation Form' to sign electronically - confirming the payment.

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 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 some 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, there will be an additional fee of £54.00 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
- Six weeks security deposit
- Three month rent guarantee (applicable to international students who are unable to provide a UK guarantor)

We ask that this invoice is paid no later than 20th August 2018. Please use your property name as a payment reference i.e. 92 Lawton.

We have a waiting 'stand by' list and unfortunately if all funds and documentation are not received in time the property may need to be released, 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.

We are not permitted to move anyone into a house until checks have been carried out with **ALL** tenants.

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

STEP 07: MOVE INTO THE PROEPRTY

We are unable to give keys to your household until all the following has been completed by all tenants in your household:

1. Guarantor ID and utility bills have been received
2. The Reference Checks of the UK guarantors has been completed
3. The Final Invoices have been paid and all funds have cleared our account
4. The Tenancy Agreement has been signed by all tenants and guarantors
5. The 'Right to Rent' ID checks have been carried out with all tenants in the household

Once all the above stages have been completed by yourself, your guarantor and the **rest of the group** 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.

Overseas tenants

As all tenants need to have ID checks in person this can delay you moving into the property if everyone in your household is arriving in the UK on different dates. It may therefore be

necessary for you to arrange alternative accommodation until all tenants have arrived in the UK and had their ID checks.

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.

We only carry out one 'check in' per household (this is not per tenant); therefore, all sets of keys are given to the first tenant to move into the property. This tenant will then be responsible for distributing the rest of the keys to the remaining housemates.

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 Prescott Street, London, E1 8T

CONTACT DETAILS:

Phone: 0208 418 0846

Email: help@mckr.co.uk

Website: www.mckr.co.uk