



SKAMPI – SUITE 1, REAR OF 109 GEORGE LANE, SOUTH WOODFORD, LONDON, E18 1AN

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## SKAMPI – A TENANTS GUIDE TO RENTING

Many Lettings Agents have various fee structures and this is a guide intended as a general overview to assist you when renting a property.

### FEE'S – BEFORE YOU MOVE IN

**YOUR OFFER** – once you have found a suitable property through SKAMPI, you will be in a position to make an offer to your landlord. You will be required to send an e-mail to your designated point of contact along with any conditions to your offer. Once the offer has been accepted, you will be sent a confirmation e-mail from SKAMPI to provide you with a breakdown of the funds and will be requested to pay a £500.00 holding deposit to secure the property. The £500.00 holding deposit is taken off the remaining balance before you move into the property. A copy of the Energy Performance Certificate, How to Rent Guide, Tenancy Deposit Protection document and a copy of the Gas Safety Certificate (if applicable) will all be e-mailed across to you at this stage as well.

If you have a pet, you must inform the agent prior to viewing the property as the landlord will need to be consulted first. Should the landlord agree for you to accommodate a pet in the property you may be asked to pay an 8 week dilapidations deposit and sign a pet addendum upon your sign up.

**REFERENCING** – a reference check will be carried out on each tenant moving into the property. The checks include the following: identity, immigration and VISA confirmation, credit history, affordability, employer, landlord and right to rent reference checks. At this time, you will also be asked to provide the following documentation:

1. A copy of your passport and/or VISA or residency card
2. Proof of current residency (mobile phone bill exempt)
3. Proof of U.K current bank account statement – the account must be open for a minimum term of 1 year
4. Proof of income – last three months payslips. For those who are self employed we will require the last six months bank statements along with their accountants contact details.



National Approved Letting Scheme - membership number A3033  
Tenancy Deposit Scheme - membership number G08071

MR M. A. MALLICK T/A SKAMPI  
REGISTERED ADDRESS: 10-16 TILLER ROAD, LONDON, E14 8PX  
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**TENANTS FEE'S** – these fee's are calculated per tenant and covers the following; processing the application for reference checks, associated paperwork, procuring and negotiating tenancy agreements and providing guidance throughout the tenancy.

The cost to reference one tenant is £275.00 inc VAT and the charge is reduced to £60.00 inc VAT for each additional tenant thereafter.

**GUARANTOR FEE** – should the tenant pass their reference with a result of “Pass with Guarantor” you will be required to provide a UK based guarantor who earns a minimum of 3 times the annual rental for the property. For example if the rental is £1300pcm, the guarantor would need to earn £1300 x 12 months x 3 = £46,800. The charge to reference a guarantor is an additional £60.00 inc VAT. This reference check will include the same as mentioned above under “REFERENCING”. Should tenants be unable to provide a UK based guarantor there is an option for tenants to pay on a six monthly basis. If any of the options are not feasible for the tenants, there is a charge if they withdraw from their offer. “The £500 is a NON refundable deposit should you withdraw before check in but is refundable should the landlord withdraw. A fee of £350 will be deducted if you are unable to proceed with the given options presented to you (i.e unable to provide UK based guarantor (terms apply) or pay 6 months advance rental) and check in does not proceed.” This statement is sent to all tenants upon receiving their breakdown of funds as stated above under “YOUR OFFER” section.

**UPON COMPLETION OF REFERENCING** – once reference reports have been generated, the landlord will be sent the document to authorise before we can arrange for the sign up and check in process. As soon as the landlord has given his approval to SKAMPI to proceed, the tenant will be required to pay the following in order to proceed:

- One month rental in advance (£)
- 6 weeks dilapidations deposit (monthly rental x 12 months ÷ 52 weeks x 6 weeks)
- Administration fee (dependent in number of tenants moving in)
- Inventory Fee – check in and check out (dependent on number of rooms in the property)
- The £500.00 holding fee is deducted off the total balance.



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**Example:** One bedroom apartment at £1300pcm with one tenant moving in would be calculated as follows:

- One month rental in advance £1300pcm
- 6 weeks dilapidations deposit £1800.00
- One tenant admin fee £275.00
- Check In fee £162.00
- Check Out fee £150.00

*Less £500.00 holding deposit*

Outstanding balance to pay £3187.00

Your outstanding balance will need to be paid on the day of your sign up. Your appointed lettings negotiator will contact you to book an appointment in the office to read through your tenancy agreement and answer any questions. All tenants named on the tenancy agreement will be asked to sign all pages on the tenancy agreement and prescribed information document (if applicable). You will also be required to bring with you your passport, residency card and any VISA'S as we will need to see the originals. Upon completion of signing the contract, you will be handed your copy to take with you for your records.

Please note all monies need to be paid into our clients account upon passing the reference checks. NATWEST – SKAMPI CLIENTS ACCOUNT – 96745355 – 60-13-14 – REF “property address”.

SKAMPI is part of the NALS Client Money Protection Scheme.

**DILAPIDATIONS DEPOSIT** - your 6 or 8 week dilapidations deposit will be insured with the Tenancy Deposit Scheme under Skampi. Our membership number is G08071 should you wish to enquire further with TDS directly. You will also be provided with a copy of this certificate within 30 days of signing your contract with SKAMPI as per the regulations set by TDS. Should the landlord hold the deposit, SKAMPI will pass the funds onto them and in return you will be sent a copy of your certificate as soon as the funds have been insured.



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**INVENTORY** – the inventory fee which is paid upfront as mentioned above will cover a detailed scheduled report of the property in a PDF format by our inventory clerk. This will include descriptions of internal & externals of the property, include fixtures and fittings, furnishings as well as images of any wear and tear/ damages. A copy of the inventory report will be e-mailed across to tenants within 7 – 10 working days for their records. Keys for the property will be handed over at this given time and meter readings will also be taken. Now you can enjoy your new home.

**RENEWAL FEE** - SKAMPI do not charge a renewal fee to tenants.



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