

INFORMATION REQUIRED BEFORE REFERENCING CAN COMMENCE



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In the case of a working tenant please supply the following documentation:

- Original passport
- Proof of current residence (in form of a utility bill)
- Most recent three months' bank statements
- Most recent 3 months' payslips

In the case of a self-employed tenant, please supply the following documentation:

- Original passport
- Proof of current residence (in form of a utility bill)
- Last three months bank statements
- Copy of your most recent audited accounts original letter headed paper
- Certificate of incorporation (if Ltd company)

Tenant(s) receiving Housing Support:

- Original passport
- Proof of current residence (in form of a utility bill) last three months bank statements.
- Local housing allowance (housing benefit)

In case of tenancy with children:

- Passport or Birth Certificate

Final Balance – How much do I need to pay before I move in?

- You will need to pay one month's rental in advance and the deposit which is 5 weeks rent This information is contained on the reservation fee form.
- Payment of the final balance must be in cleared funds in our account **BEFORE** any tenant takes occupancy of the property.

VAT Registration number: 310 3604 61

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TENANT FEES SCHEDULE



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NEW ASSURED SHORTHOLD TENANCIES (ASTs) SIGNED ON OF AFTER 1 JUNE 2019

Holding Deposit (per tenancy)	One week's rent. This is to reserve the property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).
Security Deposit (per tenancy. Rent under £50,000 per year)	Five weeks' rent. This covers damages or defaults on the part of the tenant during the tenancy.
Security Deposit (per tenancy. Rent under £50,000 per year)	Six weeks' rent. This covers damages or defaults on the part of the tenant during the tenancy.
Unpaid Rent	Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note@ This will not be levied until the rent is more than 14 days in arrears.
Lost Key(s) or other Security Device(s)	Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results on locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenants, landlord any other persons requiring keys will be charged to the tenants. If extra costs are incurred there will be a charge of £15 per hour (Inc. VAT) for the time taken replacing the lost key(s) or other security devices(s).
Variation of Contract (Tenant's Request)	£50 (Inc. VAT) per agreed variation. To cover costs associated with taking landlord's instructions as well as preparation and execution of new legal documents.
Change of Sharer (Tenant's Request)	£50 (Inc. VAT) per replacement tenant or any reasonable costs incurred if higher. To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as preparation and execution of new legal documents.
Change of Sharer (Tenant's Request)	Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

If you have any questions on our fees, please ask a member of staff.

CLIENT MONEY PROTECTION

www.propertymark.co.uk

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INDEPENDENT REDRESS:

www.tpos.co.uk

