



# A GUIDE TO RENTING THROUGH M&P ESTATES

[www.mpestates.co.uk](http://www.mpestates.co.uk)





## Moving into your new home

The following information is a guide to help you as a prospective Tenant through the stages of letting a property via **M&P Estates Ltd.**

Before entering our reference process, we advise you to check your credit file to ensure there are no default notices or County Court judgements (CCJs) against the applicants looking to rent, which could affect your ability to rent a property through us. An easy way to check your credit history and score is to use a online search provider.



## Reservation Fees

A refundable reservation fee to reserve a property, equivalent to one week's rent will be payable on application. M&P Estates Ltd will only accept payment to reserve a property if the full application and supporting documentation are presented.

### **The reservation fee will not be refundable if:**

- False information is given
- The applicant fails Immigration Act checks
- The applicant withdraws from the transaction

The "Deadline for Agreement" is **15 days**. This time limit starts once M&P Estates Ltd receive payment from you.

# Application

Having found the property of your choice you will be required to complete our reference forms and provide us with the following documentation:

## Photo ID:

- A valid Passport or Driving Licence
- Proof of address
- Bank Statement, Credit Card Bill or Utility Bill

\*Dated within the past 3 months\*



## Employment Status:

We understand that people are employed in many different ways, but for referencing the following criteria applies:-

- If you are self-employed and work for yourself or a contractor, we will require an accountant's reference to prove your earnings. If you do not use an accountant, you will be required to provide a 'SA302' form, which state your earnings.
- Our referencing checks are based on the applicant(s) net income or net profit earnings. We cannot use gross earnings.

We will use the net income or net profit figure for the purpose of carrying out the financial referencing; we cannot use the gross figure/salary.



If the applicant(s) are employed by a company. 'M & P Estates Ltd' or their referencing provider, 'Blinc', will contact the applicant(s) HR or Personnel Department to obtain information required.

**The following questions will be asked from your employer:**

- Confirmation of the applicant(s) full name as on the referencing forms.
- Are the applicant(s) in permanent employment.
- Employment start date.
- Employment end date.
- Are the applicant(s) contract greater than the rental lease term.
- Confirmation of job title.
- Confirm the salary details match the reference form.





## **Move In Date**

Once the reference process and safety checks have been completed a date can be agreed for you to move into your new home.

The Tenancy Agreement and supporting documents will be sent to you.

This will give you the opportunity to take advice from either a Solicitor or Citizens Advice Bureau if you do not understand the terms and conditions of the documentation.

Once you have signed and paid both your damage deposit and first month's rent the agreement becomes legally binding.

## Utilities

**M&P Estates Ltd** will write to the utilities for the property you are renting ie; gas, electricity and water suppliers notifying them of metre readings at the commencement of the tenancy agreement. M&P Estates Ltd will also write to the local authority for council tax purposes. Please note that we strongly recommend that you also inform the suppliers to ensure that your details have been received and processed.

## Protection

The Landlord is not responsible for insuring any of your personal belongings at the property. We strongly recommend that you obtain adequate contents insurance for your own personal belongings in the property you are renting.





## Other Fees May Apply

- Changes to the tenancy requested by the tenant, capped at £50 including VAT (or “reasonable costs”)
- Changes to the tenancy requested by the tenant, capped at £50 including VAT (or “reasonable costs”)
- Late rent payments TBA
- Lost keys & Entry Devices – “Reasonable costs” will be made and evidence will be given in writing by M&P Estates Ltd to substantiate

## Damage Deposit

All damage deposits are held by the Deposit Protection Service and their details are set out below for your information:

The Pavilions

Bridgewater Road

Bristol

BS99 6AA

Telephone number: 0330 303 0030

Website: [www.depositprotection.com](http://www.depositprotection.com)

## Client Money Protection

M&P Estates Ltd is a member of Propertymark Client Money Protection Scheme (CMP)

Scheme Reference Number **C0135446**

## Redress System

M&P Estates Ltd are members of the Property Ombudsman Redress Scheme for both Sales and Lettings Membership No: **D00673**

55 Milford Street

Salisbury

SP1 2BP

Tel: 01722 333306

Email: [admin@tpos.co.uk](mailto:admin@tpos.co.uk)

Website: [www.tpos.co.uk](http://www.tpos.co.uk)

The Ombudsman provides redress, where appropriate, to consumers whose complaints are considered on a case by case basis.



We hope the contents of this guide has helped you. If you require any further information, please don't hesitate to contact for further guidance.

**01708 851 999**

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MPEstatesLtd



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# WE ARE PROUD MEMBERS OF THE GUILD

KNOWLEDGE. INTEGRITY. RESULTS.

We have our own strict Code of Conduct which ensures every Member of The Guild is either a qualified Member of The Royal Institution of Chartered Surveyors (RICS) or a Member of The Property Ombudsman.



PARK LANE W1  
CITY OF WESTMINSTER

### **National Network**

As a Member of The Guild, we demonstrate a real commitment to local, regional and national marketing. We are part of a national network of offices working together to serve you better.

### **Trust and Confidence**

The Guild have their own strict Code of Conduct which ensures every Member of The Guild is either a qualified Member of The Royal Institution of Chartered Surveyors (RICS) or a Member of The Property Ombudsman.

### **The Guild Standard of Service**

Every Member company of The Guild of Property Professionals is a carefully

selected independent estate agency – as such, we adhere to the highest standards of estate agency practice and all work together to provide you wider marketing and better service.

As part of the national network of property professionals, we have access to a myriad of other services all bound together in an enterprising spirit of teamwork and professionalism that helps with selling houses.

### **Training**

You can be sure you are dealing with professionals as The Guild offers training through its Guild Associate Scheme. This is an educational training system for Member's

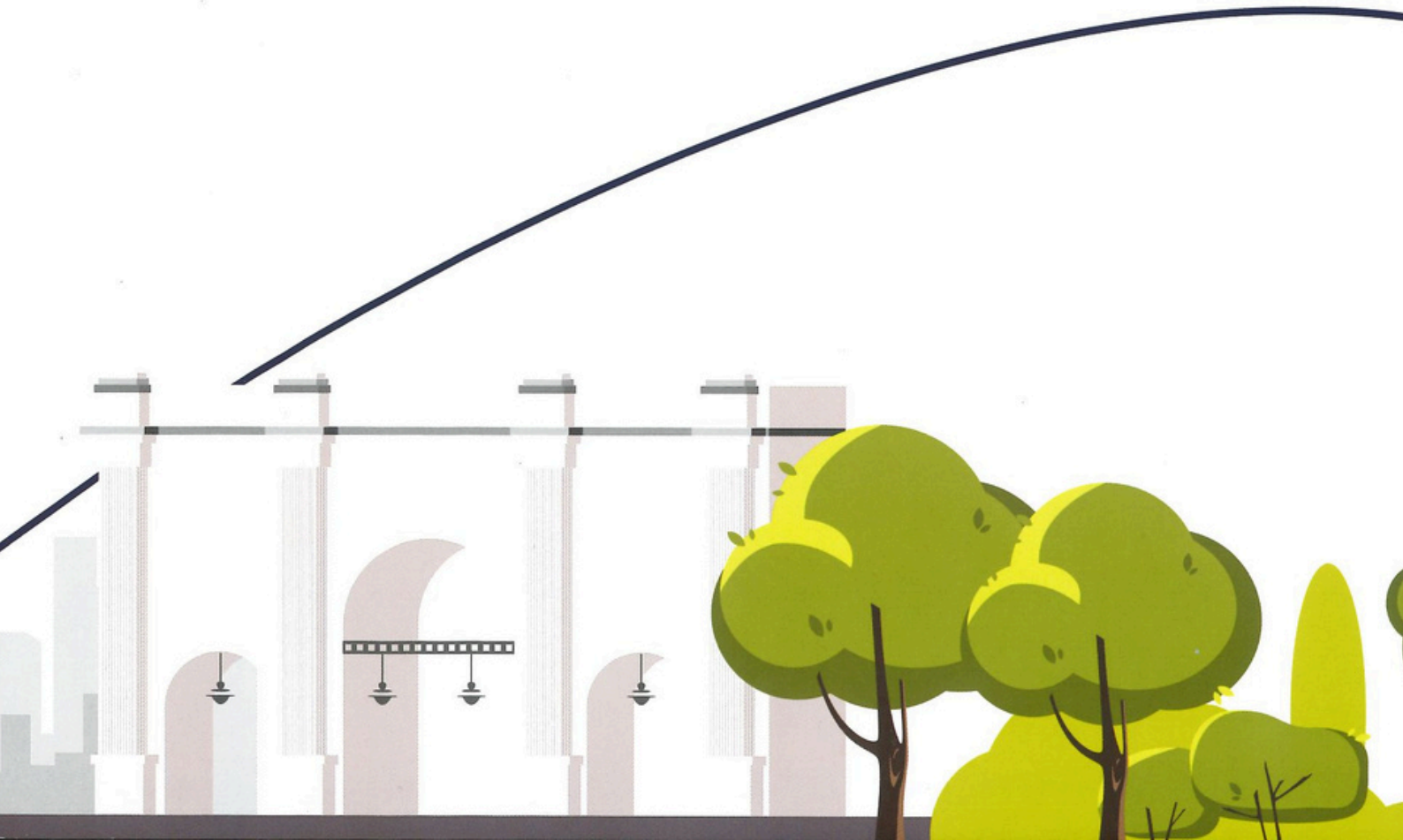
staff to ensure fundamental technical competency throughout the network. It covers the basic legal estate agency practice, plus knowledge of The Property Ombudsman, The Guild and Money Laundering. Entrants are examined on their competency and, when an adequate level of proficiency is achieved, are invited to become a Guild Associate.

### **Auditing**

The Guild is committed to raising industry standards with compulsory auditing for new Members. This ensures that every agent operates to the same level.

We are property professionals.

Find your local Guild agent at [guildproperty.co.uk](http://guildproperty.co.uk)





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