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|                    |   |                   |   |
|--------------------|---|-------------------|---|
| Name of Applicant: | - | Holding Deposit:  | - |
| Rent:              | - | Security Deposit: | - |
| Length of Tenancy: | - | (6 weeks rent)    |   |
| Move-In Date:      | - |                   |   |
| Move-Out Date:     | - |                   |   |

## RENTAL TEMPLATE

### Information Required

**Please pay deposit of £xxx into the following bank account:**

- City Heritage Ltd Lloyds Sort Code xxxxx Account xxxxx

**Please pay rent into the following bank account:**

- City Heritage Ltd Lloyds Sort Code xxxxx Account xxxxx

**Please confirm details of:**

- Current Address
- Telephone numbers for all tenants
- Email addresses for all tenants

**Please provide a copy of:**

- if Owner-Occupier: Copy of mortgage certificate
- if tenant: Previous landlords' reference
- Passport
- if international: Copy of UK Visa
- Current employers' reference
- Bank statement (for proof of funds)

**Additional Comments:**

- We offer prospective tenants the opportunity to pay a holding deposit, which effectively removes the property from the market. This equates to 2 weeks' rent and will be used towards the eventual 6 week /3 month deposit (but is non returnable if the tenancy does not commence).
- The total deposit amount will either be 6 weeks' or 3 months' rent, depending on the financial/employment status of the tenant. The deposit will be insured with the government approved MyDeposits scheme, and is returnable less any deductions once the lease has completed.

## Tenants Responsibility

**Tenants will be responsible for:**

- **Inventory:** Check-In and Check-Out: £85+vat and £95+vat
- **Council Tax:** RBKC Band D (£1071.65 pa)
- **Utilities:** We will help set these up on commencement of the tenancy. The responsibility for payment of these utilities depends on the length of the tenancy. The deposit will only be returnable once proof has been given of payment of any outstanding utility bills
- **Television:** Payment for television licence (if any) and further subscriptions
- **Cleaning:** Professional Clean at the End of the Tenancy (circa £200 unless other viable option is provided by the tenant)