



GENERAL INFORMATION FOR TENANTS

RENT

Rent is quoted weekly, exclusive of bills and usually paid calendar monthly or quarterly in advance by standing order and calculated as follows:-

Monthly: Rent p.w. x 52 (weeks in year) ÷ 12 (months in years)

Quarterly: Rent p.w. x 52 (weeks in year) ÷ 4 (quarters in year)

Rent **MUST** be received in cleared funds before keys are handed over at the start of the Tenancy. Cleared funds means Cash, Bank Draft or Wire Transfer with enough time allowing for the Wire transfer to be cleared in our bank and not pending,

TENANCY AGREEMENT

The Tenant is responsible for the Stamp Duty on their Agreement, if the rent exceeds £125,000 for the duration of the Tenancy. Web site: www.hmrc.gov.uk/so

HOLDING DEPOSIT

Once an offer has been accepted by the Landlord, the tenant is asked to pay a holding deposit equivalent to one week's rent in cash. This is so the property can be withdrawn from the market whilst referencing and the paperwork proceeds. Should the letting proceed, this deposit will be deducted from the initial monies paid at the start of the tenancy. If the Landlord does not proceed then this deposit will be refunded. If the tenant withdraws or references are not satisfactory, the deposit will not be refunded in full

REFERENCES

Prospective Tenants will usually be required to provide references from a UK Bank or Building Society, an employer, professional and personal referee, together with a previous Landlord or Landlord's Agents reference. These references **MUST** be approved by the Landlord before the Tenancy can commence.

For anyone who cannot provide sufficient references, a UK Guarantor who is a property owner can be put forward or the rent for the duration of the Tenancy may be paid in advance in cleared funds.

RIGHT TO RENT

We are required by law to establish that every adult occupant has the right to rent in the United Kingdom before we can allow the tenancy to start. For this we will firstly require the following documentation:

- Colour copy of your passport(s) and any necessary visas (if applicable)
- Proof of address – a copy of a utility bill or Bank statement dated within the last 3 months.

For more information please click on [Right to Rent](#)



DEPOSIT

The equivalent of five weeks rent is normally held for the duration of the tenancy, where the annual rent is £50,000 or less and six weeks rent where the annual rent exceeds £50,000, as a returnable deposit less any dilapidations once both parties have agreed the amount due. It is a statutory requirement that Assured Shorthold deposits (i.e. rent under £125,000 pa) are held by a Government approved scheme. More information is available at www.depositprotection.com with whom Ruck & Ruck lodge deposits.

At NO time may the Deposit be used in payment for rent.

INVENTORY

The checking of the Inventory is usually performed by a professional independent Inventory Clerk both at the beginning and end of the Tenancy.

Finally, before a Tenant moves in and keys are released we must have:

1. **Satisfactory References which the Landlord has approved**
2. **The original Tenancy Agreement signed and Witnessed**
3. **Cleared Funds in our account.**

HELPFUL INFORMATION

HOW TO RENT

For more information please refer to the Government's [How to Rent v5 Dec 20](#)

COUNCIL TAX

Council Tax is payable by the Tenant(s) living in a property. It is a charge made by the Local Authority for the services it provides to residents living in its area. The amount paid will depend on the tax band the property is in. Tenants living alone may be entitled to a discount.

Council Tax Payments effective 1st April 2023 to 31st March 2024

Tax Band	Hammersmith & Fulham	Royal Borough of Kensington & Chelsea	City of Westminster
A	£870.66	£948.27	£608.04
B	£1,015.77	£1,106.31	£709.37
C	£1,160.88	£1,264.35	£810.71
D	£1,306.00	£1,422.40	£912.05
E	£1,596.21	£1,738.49	£1,114.73
F	£1,886.43	£2,054.58	£1,317.40
G	£2,176.66	£2,370.67	£1,520.09
H	£2,612.00	£2,844.80	£1,824.10



- PARKING** All Boroughs have residents' parking. Please speak to the Town Hall in the Borough of your choice for more information.
- SKY/CABLE** Not all properties are allowed to have or do have sky/cable TV. Please check the availability of this yourselves by calling Virgin Media (0800 052 0637) or Sky (0845 239 3244) with the postcode of the property in question.
- TELEPHONE /BROADBAND** British Telecom or any other telephone suppliers can provide telephone and/or broadband services.
- TV LICENCE** The tenant is responsible for paying the licence fee for any television set. This can be set up on line at www.tvlicensing.co.uk
- UTILITIES** Gas, Electricity, Council Tax and Water Rates are payable by the Tenant and these services go into the Tenants name. Ruck & Ruck make the initial transfer but it is the responsibility of the Tenant to check that they are receiving these bills and make prompt payment.

USEFUL NUMBERS:

Royal Borough of Kensington & Chelsea	Hammersmith & Fulham	Westminster City Council
Emergencies 020 7361 3484	Emergencies 020 8748 8588	Emergencies 020 7641 6000
Town Hall Hornton Street W8 7NX 020 7361 3000	Town Hall King Street W6 9JU 020 8748 3020	City Hall 64 Victoria Street SW1E 6QP 020 7641 6000
Council Tax 020 7361 3005	Council Tax 020 8600 7777	Council Tax 0845 302 3400
Parking 0207 361 3004	Recycling & Refuse Collection 020 8753 1100	Parking 020 7823 4567
Environmental Health 0207 361 3002	Electoral Registration 020 8753 4466	Environmental Action Line 020 7641 2000
Congestion Charging 0845 900 1234	Congestion Charging 0845 900 1234	Congestion Charging 0845 900 1234