

## Terms & Conditions for renting a room from City Rooms

Thanks for choosing to stay with us (Oliver Walton Ltd t/a City Rooms)!

**By making this reservation, you (The Tenant) confirm that:**

- You have Right to Rent in the UK
- You agree to pay full security deposit and sign the Tenancy Agreement before the 'deadline of agreement'
- You agree to start the contract on the agreed contract starting date, and pay the right amount of rent before collecting key. **If you can provide evidence for sufficient income (see below 'Income evidence', you agree to pay 1 month rent in advance; If you cannot provide evidence for sufficient regular income, you agree to pay 2 months rent in advance, then pay monthly from month 3.**
- You agree to pay first two months rent in advance before collecting key, **if you cannot provide sufficient job reference.**

**What you need do the next?**

1. Send us your ID documentation to [admin@cityrooms.com](mailto:admin@cityrooms.com), we also need see the original documents before you collect the keys
2. Send us your 'Income evidence'
3. Send us further fund equivalent to 4 weeks rent. We will transfer the total amount together with Holding deposit you paid with this booking (equivalent to 5 weeks rent) to your security deposit for your tenancy
4. We will send you tenancy agreement to your email used for this booking after receiving above 1, 2 & 3, You need read, sign, and return to us.  
**Point 1, 2, 3 and 4 need be completed before 'Deadline for Agreement'.**
5. Pay the right amount of rent (1 month, or 2 months) and collect the key (We need see your ID)  
We need receive full clear rental fund before issuing keys, so please arrange in advance if international transfer. Proof of payment does not represent clear fund, please do not ask our staff to accept.

**What is the 'Deadline for Agreement'?**

Unless specifically agreed, we use the following to decide your 'Deadline for Agreement':

- If your contract will start within 1 week, you need complete above 1-4 within the next 24hours;
- If you contract will start between 1-2 weeks, you need complete above 1-4 within the next 3 days;
- If you contract start between 2-3 weeks, you need complete above 1-4 within the next 7 days;
- If you contract will start after 3 weeks, you need complete above 1-4 within the next 14 days.

**What are sufficient 'Income evidence'?**

You need prove that your regular monthly net income shows a surplus of at least £400 after paying your rent. For an example, if your monthly rent is £780, your net income need be at least  $£780+400=£1,180$ . We accept either of the following evidence:

- Last three months payslips
- Last three months bank statement showing your net income
- Employment letter printed in company headed paper with HR contact details.

**Failing to provide above, you agree to pay 2 months rent in advance at moving in.**

**We pride ourselves to offer:**

**Free relocation:** In any circumstances, you can request relocation within 7 days of moving in. You agree to pay £50 tenancy agreement amendment fee.

**Flexible tenancy:** You can end your tenancy any time as long as you find a suitable replacement to take over the remaining length of your tenancy. You can also purchase our service to help you find a replacement if needed.

**Free Facilities:**

Online portal to report any issues in the property; Dedicated Property Manager; 24/7 Emergency Line; Unlimited Wi-Fi Internet; Cleaning service; Council Tax; Water;

Please be aware that for electricity and gas we have monthly allowance of £60 allowance for the whole property, and £80 allowance in November, December, January and February.

The Holding deposit you have paid is Refundable in the following circumstances:

We decided not to enter into a tenancy agreement with you;

**We will retain the holding deposit you paid in the following situations when you:**

- Provide false or misleading information
- Fails a right to rent check
- Withdraws from a property (decide not to let)
- Fails to take all reasonable steps to enter into a tenancy agreement by the 'Deadline for Agreement'.

**Guidance for Right to Rent Documentation:**

Acceptable documents that a tenant can use to demonstrate their identity and Right to Rent are dependent on their nationality.

Options for EEA/Swiss citizens are:

Valid Passport

valid EEA\*/Swiss national ID card

combination of valid UK driving licence & original UK birth certificate (British citizens only)

\*Countries in the EEA are: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden & the UK

Options for all other nationalities are a combination of passport and a valid visa or Biometric Residence Permit (BRP)

