

WHAT WE REQUIRE TO SECURE A PROPERTY THROUGH NEXUS

- * WE REQUIRE ALL TENANTS FULL NAMES, INCLUDING ANY SECOND INITIAL. WE ALSO REQUIRE EACH TENANTS MOBILE NUMBERS AND EMAIL ADDRESSES.

- * WE REQUIRE ALL TENANTS TO HAVE A GUARANTOR WHO WORKS FULL TIME OR HAS ANOTHER FORM OF INCOME E.G. PENSION. THEY MUST LIVE IN ENGLAND OR WALES. WE REQUIRE ALL GUARANTORS FULL NAMES, INCLUDING SECOND INITIAL, FULL POSTAL ADDRESSES AND TWO CONTACT NUMBERS INCLUDING AN EMAIL ADDRESS IF APPLICABLE.

- * WE REQUIRE A HOLDING DEPOSIT OF £400 PER PROPERTY AND AN ADMINISTRATION FEE OF £95 PER STUDENT. THIS NEEDS TO BE PAID IN ONE AMOUNT INTO NEXUS (WEST LONDON) BUSINESS ACCOUNT. THIS WILL SECURE THE PROPERTY WHILST THE PAPERWORK IS BEING PROCESSED.

- * THE ADMINISTRATION FEE IS FOR TAKING UP ANY REFERENCES NECESSARY, SENDING OUT PAPERWORK TO ALL THE GUARANTORS, AND DRAWING UP THE CONTRACT. IT IS ALSO TO SHARE THE COST FOR THE MAKING OF A PROFESSIONAL INVENTORY “THE CHECK IN AND CHECK OUT”. A BOUND COPY WILL BE SENT TO THE TENANTS SHORTLY AFTER MOVING IN.

- * THIS AMOUNT CAN BE PAID BY BANK TRANSFER ONLY AND SHOULD BE IN ONE AMOUNT. PLEASE QUOTE THE FIRST LINE OF THE PROPERTY ADDRESS ON THE PAYMENT AS A REFERENCE.

- * ONCE YOU HAVE PAID THIS AMOUNT YOU WILL BE SENT A STATEMENT OF ACCOUNT INDICATING HOW MUCH IS DUE PRIOR TO MOVING IN. WE REQUIRE ONE MONTH’S RENT IN ADVANCE AND ONE AND A HALF MONTH’S DILAPIDATION DEPOSIT.

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- * ONCE THE CONTRACT HAS STARTED ALL RENTAL PAYMENTS MUST BE PAID BY ONE BANK STANDING ORDER FROM A HOUSE ACCOUNT. THIS ACCOUNT SHOULD BE IN THE NAMES OF AT LEAST TWO TENANTS.

- * WE REQUIRE ALL GUARANTORS TO SIGN A COVENANT FOR THEIR RESPECTIVE STUDENT TENANT. THE CONTRACT WILL NOT BE COMPLETE UNTIL WE RECEIVE ALL THE COVENANTS DUE. THIS MUST BE COMPLETED WITHIN 14 DAYS.

- * PLEASE PROVIDE US WITH ONE OF YOUR HALLS ADDRESS IN ORDER FOR US TO SEND OUT CONTRACTS FOR ALL TENANTS TO SIGN. ONE MUST BE RETURNED TO MYSELF AND THE OTHER TO BE RETAINED BY YOU FOR SAFE KEEPING.