

After signing tenancy agreement

Once the tenancy agreement is signed and the required funds have been received by the agent / landlord according to the tenancy agreement then the property is **exclusively secured** for the named tenant according to the tenancy agreement

First payment

Please ensure to transfer the required funds according to the tenancy agreement

There will be insufficient time to set up a joint account therefore please make the first payment to the landlords through one of the tenants accounts as **one total payment**

Other payments

Please contact the tenant bank or online and set up standing order with the tenant bank for the appropriate payment dates as per the tenancy agreement

Set up standing orders to pay the **rent separately** and tenancy **deposit separately** as set out in the tenancy agreement in advance by way of **one** payment

Please **do not** transfer individual tenant payments, the tenancy agreement requires the payments are to be made as a **one total for the property**

Highly recommend setting up a **joint bank** account with least two tenant names in order to manage the payments for the property

Landlords bank account details are within the e mail communications to date, should you require these then please email

Inventory and key collection

Set up check in inventory appointment to meet at the property and collect keys

Approximately during March and April or three months prior to the tenancy commencement date the agent/Landlord and or inventory company will contact the tenant to set up the check in meeting

If the tenant does not receive an email during March and April or three months prior to the tenancy agreement commencement date, then please email on info@kingstonlettings.com

For check in and key collection please meet at the property on the date and time agreed

Highly recommend at least **two tenants** of the tenant group attend the check in inventory and key collection

Inventory company is SRP Inventories, Phone 0203 670 6600, Email info@srpinventories.co.uk, www.srpinventories.co.uk

Council tax

Full time students are exempt and do not pay council tax

Process is to provide details to the council that the occupant is a student and the council will verify these with relevant authorities

Contact the local council and provide the tenant details and the property address

Provide necessary documents to the council

Once verified council will issue the exemption to the occupants of the property

If an occupant is working then council tax will be payable to the council

For applicable council tax bands and amounts **council website link here**

<https://counciltaxrates.info/kingston-upon-thames-borough-council>

Utility service providers

The property will have continuous gas, electricity and water services connected.

Once check in is complete and keys collected the tenant to contact utility suppliers and change the account name to the incoming tenant names, highly recommend at least two joint names to be included in utility accounts

Check in report will have the meter readings and the supplier names.

If current supplier names are not known, then use the links below to locate these

Who is my gas or electricity supplier?

<https://www.ofgem.gov.uk/consumers/household-gas-and-electricity-guide/connections-and-moving-home/who-my-gas-or-electricity-supplier>

Who is my water supplier?

<https://www.ofwat.gov.uk/households/your-water-company/map/>

Who are the internet suppliers in the area?

<https://switchly.co.uk/>

<https://www.whoismyisp.org/>

Useful contact list is here

<https://www.kingstonlettings.com/useful-contacts.html>

Further details at

www.kingstonlettings.com

updated January 2023