

What references do I need to get?

In order to take up a tenancy through Taylor Gibbs you will be asked for a previous landlord, bank, employee and/or character references.

Who is responsible for contacting the utility companies after I move in?

You as the tenant are responsible for setting up accounts with the utility companies directly when you move into your property and also when you leave, taking care to provide meter readings at the beginning and end of the tenancy.

How do I work out a monthly rental payment?

The best way to work out the monthly rental payment for a property is to multiply the weekly rent by 52 and divide the total by 12.

For example:

Weekly rent: £300

$£300 \times 52 = £15,600$

$£15,600 / 12 = £1300$

How do I pay rent?

You will be asked to set up a monthly standing order with your bank.

When will the rent leave my account?

Generally rent is paid by a standing order mandate and will leave your account 3 days prior to the rental due date in order to be in the recipients account on the due date (The due date is typically, although not always, the date on which you moved in).

What happens if my rent is paid late?

Interest will be charged until payment is made. Any problems with rental payments, that may result in late payment, should be conveyed to Taylor Gibbs Property Management if we are managing the property or to the Landlord if they are managing.

If I have any problems during my tenancy who do I speak to?

If your property is managed by Taylor Gibbs please call our Property Management Team on 020 8347 2464 or email your enquiry to propertymanagement@taylorgibbs.co.uk.

If your property is not managed by Taylor Gibbs please contact the Landlord whose details will be provided to you upon signing the Tenancy Agreement.

If I want to serve notice to vacate my property what should I do?

Notice would need to be served in accordance with your particular lease agreement by recorded delivery to Taylor Gibbs, 33 Highgate High Street, Highgate, London N6 5JT. The agreement should always be referenced.

What penalties will I incur should I break my lease agreement early?

The primary liability is for rent until the end of the contract or its break clause point.

If the landlord agrees to re-market the property and once a new tenant is found, then your liability will be reduced to covering the landlord's commission and any other expenses from when the property is re-let. Payments would be calculated on a pro-rata basis for the unexpired term of the contract.

How will my payments cease at the end of my tenancy?

You should contact your bank directly to cancel your standing order once the last payment has left your account.

What should I do with the keys at the end of the tenancy?

Unless specific instructions are given by your landlord keys should be taken to the Taylor Gibbs Highgate office. Please ensure all sets are returned, a receipt is obtained and that this happens on or before the last day of your tenancy. We will also require a forwarding address on return of the keys.

Please note that you will be liable for rent on a daily basis until the keys are returned.

What expenditure should I expect at the end of the tenancy?

As an outgoing tenant typically your costs will be associated with professional cleaning of the property. Any discrepancies between the Inventory and the check-out Inventory may result in deductions from your deposit.

What is the Tenant Deposit Protection Scheme?

Your deposit will be protected by the Tenancy Deposit Protection Scheme.

In line with legislation introduced in April 2007 all deposits being paid by a tenant for an Assured Shorthold Tenancy must be registered with a recognised deposit protection scheme within 30 days. Where appropriate, Taylor Gibbs or the Landlord will register the deposit on your behalf.

When is my deposit returned to me?

Once the check-out has been conducted, the property has been cleaned to a satisfactory standard and Taylor Gibbs has received instructions regarding the deposit from the landlord, the money will be returned to your account, less any agreed deductions.

This typically takes 10 working days and generally no more than 28 days.

If your question is still not answered, please contact your Property Manager directly or contact our Property Management Department on 020 8347 2464.

How do I renew my contract after the first year?

You should inform us 60 days prior to the end of your tenancy to allow enough time to arrange all the related administration.