



Mckinley Residential
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INFORMATION FOR STUDENTS **STARTING AT EAST 15 ACTING SCHOOL**

We realise that it is an exciting time to be accepted into Drama School, although the prospect of making new friends and trying to find accommodation can be daunting too.

We have been letting properties for over 15 years and are here to help you make the right decisions with regards to housing. Our Lettings Manager, Grace Halliday, also trained on the Foundation course and 3 Year BA Acting programme at East 15, graduating in 2006, so is fully aware of what steps you will need to take in order to feel prepared for your time there.

New students often wait until the East 15 open day to find accommodation but usually a lot of the properties have been let by then (or on that day) and you may be left feeling anxious if you have not managed to secure somewhere. Some students have no choice but to live further a field in Buckhurst Hill, Theydon Bois, Woodford etc and this is not ideal considering the amount of hours that East 15 demands of its students.

Mckinley Residential manage roughly 15 properties in Loughton that are let to students each year but will not be able to give a definite number until Late June/Early July each year as we need to ascertain which of our current tenants/households are staying and who is moving on. Please email grace.halliday@mckinleyresidential.co.uk to be added to our updated mailing list and will be email out new properties as and when they become available.

In the mean time it is a good idea to start contacting other students via Facebook/telephone/Skype/email that will be studying at East 15 to try and get a household together. We appreciate that you do not know each other and that living together is a big commitment but we will not conduct any viewings until we have a full group of prospective tenants (usually 4/5 depending on the size of the property). We suggest that you come to Loughton BEFORE the open day to view a selection of your favorite properties (if possible) as the Open Day can be manic. We attend the open day each year and have two drivers available to show you around properties but they go VERY quickly (and I'm really not just saying that!). For international students it may be that you are best to take a property solely based on pictures of the property or arrange for a friend living near the area to view on your behalf. Some past tenants/tenants parents have also viewed a property and secured the reservation fee in the knowledge that they will find others to live with at the Open Day.

We can conduct viewing Monday - Friday only (except for on the Open Day which is usually a Saturday). Some Saturday viewings may be arranged on appointment but it is not guaranteed. Email is the best form of contact as we can keep a record of who we have on our viewings list.

Please see below our procedures for securing a property with Mckinley Residential.

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For training and quality purposes, telephone calls may be recorded.

WHAT TO DO NEXT AFTER GETTING A GROUP TOGETHER

Please note: Most of the properties that we offer have 4/5 bedrooms and are fully furnished and all tenants are held severally liable for each other on one Assured Tenancy Agreement.

All students wishing to let must have a UK based guarantor that earns over £15,000 per year. Mckinley Residential does not consider potential tenants without one.

- 1) Arrange to view a property by emailing grace.halliday@mckinleyresidential.co.uk or call Grace on **0208 418 0846** (email preferred). Please see our Albums on Facebook for example properties. Please note: Mid June/Early July is the earliest that we will be able to begin viewings.
- 2) If you wish to take the property you must pay a £250 reservation fee. This takes the property off of the market and is yours subject to credit checks. If you withdraw from the property the fee is non-refundable. If for any reason we withdraw, the fee is refunded to you in full. The £250 paid will be deducted from the invoice for funds due so is NOT an additional payment.
- 3) Please fill out a 'Tenant Credit Checking form' (this will provide us with basic information about you) AND ask your UK based Guarantor to fill out a 'Guarantor Credit Checking Form' (this will include details of their employment and their credit history). All forms will be provided at the time of viewing.
- 4) Please return both credit checking forms back to Mckinley Residential within 7 days of securing the reservation fee along with payment of the admin fee of £100 per tenant. The £100 admin fee covers drafting the tenancy agreement, the inventory (details the contents and condition of the property), protecting deposits and processing all credit checks. The fee is £100.00 per tenant and no checks will be carried out until the funds have cleared in our account. The admin fee can be paid by cash into our office, cheque (made payable to 'Mckinley Residential' or by bank transfer (For the credit of: Mckinley Residential, Acc number: 41020871, Sort Code: 09 06 66). Please remember to reference your name and the property address when making payments so that we know where to allocate the funds paid). Most other letting agents in the area charge upwards of £150 per tenant but we try to keep our costs reasonable.
- 5) We will take up to 10 working days to process the application. This process includes contacting your guarantor's employers for confirmation of employment details so please ensure a contact name and telephone number, email address and fax number are included on the form. We may also contact any previous Landlords that you have had to ensure that you are likely to be a good tenant.
- 6) Once you have passed all credit checks and have been accepted under Mckinley Residential terms and conditions an invoice will be sent out for funds required. This usually consists of the first months rent in advance and a 6 week deposit that will be refunded at the end of the tenancy (providing that the property is left in the same condition as it was found in) The £250 Reservation fee is deducted from this invoice. You will have to pay the invoice for funds due no later than 21 days prior to the start of the tenancy. Most tenancies begin around 1st September and will be for a 12 month period so payment would be required by the first week in August.
- 7) At the same time of issuing the invoice Mckinley Residential will draft the tenancy agreement and send it to the first person to sign (including a guarantor's signature and an independent witness). It will then be up to the first person to send in on to the next and so on in a 'round robin' style until the last person sends it back to Mckinley Residential. We suggest that all tenants send the document by special/recorded delivery to each tenant/back to us to ensure that it does not get lost in the post (it has happened before!).
- 8) You return the tenancy form AND pay the invoice for funds due no later than 21 days prior to the start of the tenancy. Mckinley Residential have a waiting 'stand by' list and if all funds and documentation have not been received in time the property may be released to another group and you will lose your admin fee and reservation fee so please act as quickly as possible.
From our experience over the years, tenants underestimate the time that it will take to send the tenancy agreement back and forth (especially as people may be going away over the summer for long period of time) so please work very quickly.
- 9) You arrange a time to collect keys and move in! The first person to move in will need to arrange a time by appointment with Grace and she will meet them there and provide an information pack that you may find useful.

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