



INFORMATION FOR APPLICANTS

- 1 The Holding Deposit is required before any application can be processed.
- 2 Proof of ID will be required for each person who will be residing in the property, including Children.
- 3 If you do not pass the Affordability test with the Referencing Company, we will require a Guarantor, who must be a working homeowner, supporting evidence will be required to prove ownership, i.e. mortgage statement or copy Land Registry Document. The Guarantor will need to attend our office to sign the Deed of Guarantee before the Tenancy can commence.
- 4 The Tenancy will be an Assured Shorthold Tenancy with a minimum term of 6 months. This Tenancy will convert to a Periodic Tenancy at 6 months and 1 day unless Notice is given by either the Tenant or Landlord to expire at the end of the six-month period. The Tenancy Agreement must be signed by all persons aged 18 and over who will reside at the property.
- 5 **Pets** - If pets are allowed the monthly rental amount will be increased by a small percentage.
- 6 Prior to occupancy it is the Tenant's responsibility to arrange connection /transfer of electricity, gas, water, sewerage and Council Tax into their name and to ensure if prepayment meters are in place, the appropriate key or card is obtained to enable them to purchase credit.
- 7 When you sign the Tenancy Agreement you will be given a Written Schedule of Conditions and a CD of supporting photographs. You will have three days to check the accuracy and to inform our office of any amendments or comments. If you do not contact us during this period, acceptance as printed will be assumed and this Schedule of Conditions will stand as evidence when the Check Out is undertaken.
- 8 After the first payment, all rent is to be paid by Standing Order or via Online Transfer. Our Bank Details will be given to you when you sign the Tenancy Agreement.
- 9 Charges will be applied if you break the terms and conditions of your Tenancy Agreement. (Late payment of rent – interest will be added daily at 3% above Bank of England base rate.) (Charges will also be applied if you request alterations to the Tenancy, as an example this could include changing the rent date or add/remove tenant.
- 10 If you apply for a property through us, you are confirming your agreement to look after all areas including, but not exclusively, gardens, garages, driveways etc.
- 11 Regular Property Inspections will be carried out, if the Landlord instructs us to do so. We will endeavour to give reasonable notice and will enter using our keys if you are not available. The purpose of these inspections is to ensure there are no un-noticed repair issues for the landlords' attention and also ensure adequate housekeeping of the property and garden areas is being maintained by tenants.
- 12 The Deposit will be held in a secure Client Account and will be registered with one of the regulating insurance schemes as required by law and their rules followed at the end of the Tenancy. No interest is paid on deposits held and deposits cannot be used against the final month's rent.
- 13 Should you withdraw your application, with-hold information or references are not returned your Holding Deposit will be forfeited. If your application is rejected by the Landlord through no fault of your own, your Holding Deposit will be returned.
- 14 Universal Credit & other Benefits – if you will be claiming this, you will still need to pay the full rent on the day the Tenancy commences and at each date the rent becomes due after that, as all rent is due 'In Advance'.
- 15 We do not have facilities to accept card payments and the first month's rent and deposit protection fee must be paid either by cash or bankers draft. You may transfer payment online, however this will need to be received in our account before the Tenancy can commence. Personal cheques cannot be accepted for this first payment.
- 16 Our aim is to provide a first-class service and to do everything we can to ensure you are satisfied. If you feel that we have fallen short of this standard and you wish to complain, we are Members of a Property Redress Scheme, please contact us in the first instance and we will advise you of the procedure.

I/We confirm we have read and understood the above conditions and wish to proceed with our Application to Rent.

Signed (1) _____

Printed Name _____

Signed (2) _____

Printed Name _____