



Tenancy Application Guidelines to Assist You

- A property will not be reserved to any applicant unless a completed application form and the relevant administration fee have been received. Please ensure that the application form is completed in full as failure to do so will delay the processing of the form.
- Application forms will only be processed if accompanied by the administration fee.
- When we have received your completed application form it will be sent to the referencing agency who take up references from your employer and your current landlord. They will also carry out a full credit check including any county court judgements.
- We try to avoid having several potential tenants chasing one property, however, if a property you are interested in already has an application in progress we will advise you of this and ask you to either complete the application form which you can leave with us to process in the event of the in-progress application failing or look at similar properties that we have available.
- A non-refundable application fee of £250.00 inclusive of VAT is required with the application form to cover the cost of taking up references. If you are sharers then each of the subsequent applicants over the age of 18 will need to complete an application form, all forms will require an application fee and can only be processed once all forms have been received. For more than one applicant the first applicant will be charged at £250 inclusive of VAT and all subsequent applications or Guarantors will be charged at £50 inclusive of VAT each.
- You will be asked to sign an Assured Shorthold Tenancy Agreement and Standing Order Mandate for all rent payments prior to the day of handover. Handovers are carried out at our office premises and not at the property. You will be asked to sign for the keys to the property.
- Prior to the day of the handover you will be asked to pay a deposit which will be equal to a minimum of one month's rent plus £100 together with the rent payable in advance. *Please note that if you have pets, then the deposit will be equal to two months' rent. The payment must be made in the form of a Bank Transfer.
- An administration fee of £18 inclusive of VAT will be charged for the acceptance of cash rental or deposit payments.
- The deposit will be held with the DPS (Deposit Protection Scheme) and at the end of your tenancy will be refunded (minus the checkout fee on managed properties) provided all obligations under the agreement have been met and the property and its contents are given up, in equivalent condition as when originally let.
- Please be aware that ALL properties are taken as seen and are available for a minimum period of 6 months.
- If your application requires a guarantor, then a guarantor's form must be completed and returned with your application along with all documents listed below and a non-refundable fee of £50 inclusive of VAT. Please note that your guarantor must be in full time employment and able to prove income substantial enough to cover your rent. The guarantor will also need to attend the office prior to the handover to sign the relevant tenancy agreements, if this is not possible please advise staff in advance and we will arrange for the tenancy agreements to be posted to your guarantor. Your guarantor must sign and return the agreements before the start of your tenancy, failure to do this will result in you not being able to collect the keys.

TO ENABLE US TO PROCESS YOUR APPLICATION AND AVOID DELAY PLEASE ENSURE THAT WE HAVE A VALID COPY OF A UTILITY BILL AT YOUR CURRENT ADDRESS, YOUR LAST 3 MONTHS BANK STATEMENTS AND YOUR PAY SLIPS FOR THE LAST 8 WEEKS. THIS SHOULD BE ATTACHED TO THE BACK OF YOUR APPLICATION. WE WILL ALSO REQUIRE SEEING YOUR PASSPORT AND TAKE A COPY AT HANDOVER.