



### **Information Sheet for prospective tenants.**

*Read carefully.*

Once you have viewed a property and wish to apply, please note the following.

1. Any person over the age of eighteen will need to fill in an application form. This should be returned to our office as soon as possible with the appropriate administration fee, which is **£145.00** (inc. VAT) per applicant or **£250.00** (inc. VAT) for a couple. **We will also require proof of identification** – e.g. Passport, Driving Licence or Social Security payment booking.
  2. If you are entitled to claim housing benefit, on low income or aged 25 and under, you will need to supply a guarantor who will be referenced in the same manner as yourself, and there will be an additional **£60.00** (inc. VAT) referencing fee for them.
  3. We will not hold a property for anybody until we have received the fully completed application form(s) and appropriate fee(s). We then reserve the property for you whilst the referencing procedure is carried out. We will not be able to give you a moving in date, until you have passed the referencing.
  4. Please note that once the referencing has started the fees are **non-refundable**.
  5. In the event that the referencing agent should require anymore information they or we will contact you direct. Once you have passed the referencing, we will contact you to arrange a suitable moving in date for you.
  6. On the date you move in you will need to bring your **deposit** and **rent** in advance (first months rent). Please note we can only accept **cash**, **bankers draft** or **card payment** on the day you sign contracts and move in. We cannot take a check and **we do not take council deposit bonds**. No interest is paid on deposit money held.
  7. If you require a guarantor he or she **must** also sign the tenancy agreement before the keys can be released. The contracts **must** be signed in our office and if you or the guarantor cannot make it to our office the day the contract starts, you can contact us and arrange to sign the contract before the start date.
  8. If you are entitled to housing benefit, it is your responsibility to ensure that all forms etc are filled in correctly. Please note that even though we accept housing benefit on some properties it is the responsibility of the claimant to ensure that their rent is paid on time and in full. (We will assist where possible.)
  9. All rents are exclusive of Council Tax, Water, Sewerage, Gas and Electricity charges, unless stated otherwise.
  10. The Security Deposit will be returned within 28 days of vacating the property, provided that the property is left in good order and all items on the inventory are present and in their correct location. You must also supply a forwarding address and return all keys. Please note that there will be a check out charge of £60.00 (inc. VAT) from the deposit.
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