

Procedure for tenancy application

1. The administration fee must be paid in order to hold a property and your completed referencing forms must be completed and submitted within 48 hours or the property will be re-advertised.

The administration fees which include referencing, tenancy agreements, right to rent, deposit registration and paperwork, move in at property, are as follows -

- £180.00 including VAT per person = (£150.00 plus VAT)
- £60.00 including VAT for a guarantor (if required conditions apply) = (£50.00 plus VAT)
- **All applicants over the age of 18 must be stated or named on the tenancy agreement and therefore must be fully referenced in accordance with our instructions from the landlord.**

The referencing procedure will check your following details -personal details, current and previous addresses, current and previous employment, salary details, credit history and any current or previous Landlord references. You must be aged 18+ years to take out a tenancy.

2. You will need to provide us with 1 x completed application form (per adult), photo I.D e.g. driving license or passport and a proof of address e.g. a council tax bill or electric bill.

The referencing can then begin and will take between 4-7 working days to complete providing all information given is correct and referees respond to the request within this time frame.

3. On successfully passing referencing you are then required to pay, within 24 hours, the deposit. This amount will be the equivalent of one months rent + £100.00 (unless agreed otherwise). i.e. if the rent is £550.00 pcm you will pay a deposit of £650.00. Please note we are unable to accept credit card payments for deposits.

4. The total process from referencing to move in can take from 10-14 days as a minimum (if the property is vacant).

5. On the day of your move in or before you are required to pay your first months rent, in cleared funds i.e. cash or debit/credit card (credit cards incur a 3% surcharge) and provide us with proof of contents insurance (tenancy liability cover).

6. If you fail referencing, provide incorrect information or choose not to proceed, all fees paid are non-refundable.

7. We do NOT accept Council bonds, the administration holding fee and first months rent is required to be paid in advance as mentioned above.