

TENANCY INFORMATION

If you are interested in taking a tenancy through us there are certain procedures that we will go through before you are able to move in.

Firstly we will ask you to complete a tenancy application form and ask for proof of identity. We also ask at this time that you pay the equivalent of 50% of a months rent as a non-returnable holding deposit. The total deposit we collect at the start of the tenancy is one and half months rent. Should you be allowed to have a pet, an extra deposit of £200 per animal will also be taken. If we have to turn you down as a tenant the initial holding deposit would be returned to you. However you would lose this money if you back out of the tenancy prior to moving in.

The application form provides us with all the initial information that we need.

We will carry out full references and credit checks at the cost of £30.00 including VAT per applicant, should a guarantor be required a further charge of £30.00 is made.

Once references are approved and the landlord consulted, we will liaise with you regarding a date for you to move in. The balance of monies must be paid to us 7 working days prior to the tenancy start date.

The money that is required before taking occupation is as follows: -

Holding deposit	£	
Administration Fee	£150.00	
Reference Fee (£30.00pp)	£	
Total due with application forms	£	
Remaining Deposit	£	
Rent – One Month in Advance	£	
Pet deposit if applicable	£	
Total monies due in full	£	
Less paid on application	£	
Balance to be credited to our account 7 days before moving in date	£	_____
