

RESIDENTIAL TENANCY APPLICATIONS

Please find below some guidance notes:-

[1] Once you have decided to apply for a particular property, we require an application form completing for each tenant and £50.00 (inc. VAT) to cover the costs of a comprehensive credit search. This fee will cover the cost of up to 1 applicant, additional applicants or guarantors will be charged at an extra £50.00 (inc. VAT) unless otherwise stated on the property details.

[2] We will also require proof of identity and address for each applicant. Photocopies of the following documents can be accepted. The same document cannot be used to confirm both your identity and your address. We need one item from Group A to confirm your identity and one item from Group B to confirm your address.

GROUP A - Documents that identify you

Full Valid UK Driving Licence with photograph
Provisional valid Driving Licence - Photograph style only
Full valid UK signed Passport
Full valid Overseas signed Passport

GROUP B - Documents that confirm your address

Full Valid UK Driving Licence - Photograph or old style
Provisional valid Driving Licence - Photograph style only
Utility Bill less than 6 months old - including Telephone/Gas/Electricity/Water Bill (not mobile phone)
Council Tax Bill/Payment Book - Valid for Current year
Bank or Building Society Statement less than 3 months old showing customer activity

[3] If the letting is to proceed, on signing the Agreement we will require one month's rental in advance and a security deposit equivalent to one month's rent plus £100.00, which is returnable at the end of the tenancy subject to certain conditions. We also require a contribution of £100.00 (inc. VAT) towards the costs of drawing up the Tenancy Agreement.

[4] This final amount is payable in full before key release by bankers draft, building society cheque or cash. Should you wish to pay by personal cheques, we require 6 working days to clear it before key release. We cannot release keys without cleared funds.

[5] Please be aware that most tenancies will be Assured Shorthold Tenancies usually for a period of 12 months. The tenancy can usually then be renewed for a further period on the termination of the initial Agreement providing everything is satisfactory.

[6] Restrictions normally apply to tenants who are under 21 years of age, are smokers or who have children or pets. Please discuss your requirements with the office before making an application.

[7] Applications will not be accepted until the property has been viewed internally.

[8] Applicants should be employed and not in receipt of Housing Benefit.