

INFORMATION FOR PROSPECTIVE TENANTS

AT ONSET OF LEASING

We require, for each person whose name is to appear on the lease: -

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| 1. Employment Reference: | Confirmation of employment on letterhead paper from your employer. |
| Students: | Confirmation of student status.
Letter of guarantee from a parent of each leaseholder with address and home & daytime telephone numbers of guarantor. |
| 2. Credit Check: | The Tenant will be given an referencing form which must be completed and returned to us with the relevant fee of:
Single person £30.00 per prospective tenant
Student and Guarantor £50.00 per prospective tenant |
| 3. Photographic Identification | The Tenant must supply a copy of either Passport or Driving Licence (required for lodgement of Deposit and with the Reference Forms). |

The success of your application will largely depend on submission of satisfactory references. All references must be submitted prior to entry to avoid delaying your entry date.

EXPENSES

RENT & One month's rent in advance has to be paid on commencement of lease date. If paying by cheque please ensure we are in receipt of your rent and deposit at least five working days prior to entry.

DEPOSIT: The equivalent of one month's rent, as a deposit is also payable prior to your entry date. If paying by cheque please ensure we are in receipt of your rent and deposit at least five working days prior to entry.

PRE-TENANCY DEPOSIT CONTRACT: If prospective tenant willing to pay Deposit prior to signing the Minute of Agreement, to hold the property until full references received and wish property taken off market for lease:

- ▲ Pre-Tenancy Deposit Contract signed
- ▲ Receipt given for Deposit
- ▲ If offer of Tenancy cancelled after Pre-Tenancy Deposit Contract signed possible deductions of upto £100.00 towards:
 - Having taken off the market to lease
 - Cancelling property held for prospective tenant
 - To cover re-marketing the property for lease on website, marketing list, advising the Landlord and setting up new viewings with new prospective tenants
 - Funds returned once property marketing re-instated in full

COUNCIL TAX: As per the Lease Agreement the tenant will be responsible for the Council Tax payments for the duration of tenancy and must register with the Council Tax Offices. Any discounts etc. which may be applicable should be dealt with through the Council Tax Office.

RESPONSIBILITIES

The tenant is responsible for payment of the services i.e. Gas, Electricity, Oil and Telephone.

The tenant is also responsible for the maintenance of the garden unless otherwise specified in the Lease Agreement.

OFFICE HOURS

Our office opening hours are Monday to Friday 0900 hours to 1700. The office closes at 1300 hours to 1400 hours for lunch. Should your lease commence on a weekend or public holidays please ensure arrangements are made with our offices for the collection of keys.