



LETTINGS & PROPERTY MANAGEMENT

TENANT GUIDANCE NOTES: APPLYING FOR A RENTED PROPERTY

Once you have decided which property you would like to let, all occupants over the age of 18 must complete an application form for the property and must be named on the Tenancy Agreement. The forms are available from our office.

The completed and signed application forms must then be returned in person to our office together with the appropriate reference fee (see below), proof of identity and proof of address for each applicant (see below). Our team will then verify your financial details to confirm that you meet the required financial criteria and check any restrictions the landlord may impose on the property. Once your financial criteria are confirmed to be acceptable, your application will then be submitted verbally to the landlord for acceptance.

Once the landlord has agreed to the application, the property will be held for you and reference procedures will begin. A property will not be held until such time as a reference fee and application fee has been received and a landlord has agreed to the application. Please note that all fees paid become non-refundable once references are started.

REFERENCE FEES

Single person	-	£150.00 + VAT (£180.00)
2 people	-	£200.00 + VAT (£240.00)
3 people	-	£225.00 + VAT (£270.00)
4 people	-	£250.00 + VAT (£300.00)
Additional Guarantor	-	£100.00 + VAT (£120.00) per guarantor
Agreement of Guarantor	-	£75.00 + VAT (£90.00)
Company Tenant	-	£250.00 + VAT (£300.00)

OTHER CHARGES

Outgoing Reference fee	-	£20.00 + VAT (24.00)
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PROOF OF ADDRESS & IDENTITY

In addition to the completed application form and fee, we require 1 form of personal identification for each prospective tenant (with a photograph) i.e. passport, current full driving licence, ID card.

We also require 2 forms of original evidence of your current address for each prospective tenant i.e. current council tax bill, utility bill covering the last 6 months (not a bank statement), mortgage statement, current signed Tenancy Agreement etc...

RESTRICTIONS

All of our properties operate a non-smoking policy. Others may restrict against pets or children. It is therefore strongly advised that before proceeding with a property you check that there are no restrictions in place.

REFERENCE PROCEDURE

References will be obtained using a professional referencing agency to include: a credit score, current/previous employer, accountant (if self employed) current/previous landlord and in some instances a bank reference.

Any previous/current bad credit history will show and therefore any past credit problems must be discussed when an application is first submitted. Referencing can normally be obtained within 3 - 4 days and **MUST be received within 10 working days or the property can no longer be held for you.**

Assuming your references are satisfactory we will then require confirmation of the start date for the tenancy. Once agreed Tenancy documentation will be prepared. An Assured Shorthold Tenancy Agreement will form the contract between the landlord and tenant. All tenants will then be required to sign the Tenancy Agreement within 2 – 3 working days or by the start date of the tenancy, if sooner. If the start date is not imminent we will also require a part payment of the deposit to be paid. The balance of the deposit and the first months rent will be required **as cleared funds** on or before the start date.

RENT

Future rent is payable in advance, on the rent due date by standing order, either direct to Cowdel Clarke or to your landlord depending on who is managing the property. The standing order will be prepared for you and will need to be signed with all other tenancy documentation.

DEPOSIT

The deposit (usually an amount equal to one month's rent + £200) will be held by Cowdel Clarke (where we are managing the property) and will be registered with The Dispute Service in order to comply with the deposit regulations, and a certificate of registration provided once the tenancy has started. Where we are not managing the property, the deposit will be forwarded to your landlord who must register and forward the deposit with one of The Deposit Protection Schemes and notify you within 14 days with whom the deposit has been lodged.

In both cases the deposit will be held as security against the tenant's performance of all obligations and responsibilities under the terms of the tenancy agreement. The deposit will be returned at the end of the tenancy, in accordance with The Dispute Service regulations, once the property has been vacated and the landlord and tenant have agreed in writing to any deductions to be made from the deposit. Please note that the deposit cannot be utilised as rent at any time during the term of the tenancy.

PETS

Pets are not permitted at the property unless specifically agreed with the landlord in writing and the appropriate schedule signed and deposit taken.