

Tenant's Application



Terms and conditions

If the property you have just viewed for rent interests you, here is a list of terms and conditions to be carried out before a Tenancy Agreement can be issued.

1. A holding fee may be required of between £100.00 and £900.00 depending on the property. **A property is still available to rent until the full holding fee has been paid.** A full holding fee may be required to secure a property, plus an administration fee of £145.00 before any negotiation or contact is made with the landlord.
The full Holding fee is non-refundable if the prospective tenant decides to withdraw the application.
If your application is successful the holding fee then becomes a deposit and is held as per regulations in a registered tenancy deposit scheme account. You are entitled to your unique reference number and must request this once you move into the property.
2. An administration fee of **£145.00** is payable for processing your application, preparing the Tenancy Agreement, Inventory, references (if applicable) and other necessary paperwork. Please note this is **non-refundable**.
3. At least two references can be required for each person on the tenancy, from either an employer, bank or previous landlord, plus a character reference from a professional person. A credit search is carried out at the current address to determine the credit history of the prospective tenant before the commencement of the tenancy.
- 3a. If you are under 21 years of age, we could require a relative to act as a guarantor. Your guarantor **must** be a home owner.
4. Usually a Tenancy Agreement is for a **minimum** period of six months. This cannot be terminated by either Landlord or Tenant unless there has been a breach of the Tenancy Agreement.
5. There is a **SEVEN TO TEN DAYS** clearance period required if paying your first months rent by cheque. The rent **does not** usually include any additional charges i.e gas, electricity, water rates, telephone, council tax, service charge etc. and you must take the cost of these into consideration before signing the tenancy agreement.
6. The rent required for the property you have viewed would have been advised by the person who accompanied you during your viewing. If in doubt, please contact our office. Your bank details will be required to pay all future rents by Standing Order, before you move in.
7. If a tenant is in receipt of Income Support or Jobseekers Allowance, they will need an **NHB1A** form from any DSS Office. You will also require a Housing Benefit claim form from the local Housing Office in the area of the proposed property. If in doubt please contact our office. You will need to bring these forms with you to your appointment, or we will not be able to issue a tenancy agreement. It is for this reason that we ask you to seek advice in collecting the correct forms.

8. **HOUSING BENEFIT TENANTS** - If a tenant is in receipt of Housing Benefit, we may require them to carry out a pre-tenancy determination. This will take approximately 7 days. This determines how much rent will be paid by the Housing Benefit for the property before they can move in. If the tenant wishes to move in to the property before the rent officer has made a decision, we would require eight weeks rent in advance at a minimum of £20.00 per week. This is in addition to the deposit and administration fee.
9. **Application form.** An application form will need to be completed fully before we can give you a decision in principle, you have two weeks from handing in a completed application to provide the referencing agency with all information require, if you are found to be holding up the process we may decide to re advertise the property. Any additional requirements or requests you have must be itemised so these can be discussed with the landlord prior to the commencement of a tenancy.
 - 9a Proof of identity and photo ID will be required. This could be a Passport, Driving Licence, utility bill, Income Support book or Birth Certificate. All identification is photocopied and kept on file.
 - 9b Any potential tenant will be asked to supply copies of their previous three months bank Statements or twelve months utility bills or council tax receipts.
 - 9c Any potential tenant will be asked to supply copies of their previous three months wage slips.
11. **Gas & Electricity Supply.** These supplies may not be connected at the property. It is the responsibility of the tenant to arrange connection of the supplies on the day they move in. The landlord cannot be held responsible for the non-connection of gas or electricity supplies.
12. Upon a successful application an appointment will be made for you to attend our office. You will then be issued with the tenancy agreement and you will need to complete the appropriate documentation. The appointment will last for approximately 30 minutes. If you arrive for your appointment late, we may be unable to continue with your tenancy on the same day, therefore another appointment may need to be arranged.

If you cannot attend your appointment, please contact our office as soon as possible so that we can advise on an alternative time and/or date.

13. An inventory is usually carried out within 24 hours after the issue of a tenancy agreement. Under certain circumstances, this may be completed on the same day but only if the appropriate person is available.
14. Upon vacating the property you will need to make arrangements for a final inventory to be carried out, please note it can take upto 28 days for the deposit to be returned to you.
15. Only one set of keys will be issued for the property upon moving in.

If you require any further information please contact the office on **0161 257 2441**. Ask for the property management department who will be only too happy to advise you accordingly.