

COSTS INVOLVED IN TAKING UP A TENANCY

ON AGREEING TO TAKE A PROPERTY AN INITIAL CHARGE IS MADE OF £250.00*

REFERENCES ARE THEN TAKEN UP AND IF THEY ARE SATISFACTORY, COMPLETION MONIES ARE REQUIRED ON THE DAY YOU MOVE IN AS CLEARED FUNDS IE. BANKERS DRAFT/BUILDING SOCIETY CHEQUE OR CASH COMPRISING:-

FIRST MONTH'S RENT £

DEPOSIT (USUALLY EQUAL TO ONE MONTH'S RENT)** £

FEE - ½ OF ONE MONTH'S RENT + VAT £
(Subject to a maximum fee of £350 plus VAT (£420 inclusive of VAT))

Charges relate to obtaining and processing references, producing the Assured Shorthold Tenancy (shared with the Landlord), guarantors (if required), check in, renewal costs and check out.

* INITIAL CHARGE FORMS PART OF THE OVERALL COSTS AND WILL BE DEDUCTED FROM THE TOTAL COMPLETION MONIES REQUIRED.

** SUBJECT TO ALTERATION DEPENDING ON LEVEL OF DEPOSIT LANDLORD REQUIRES.

For illustration purposes a property with a monthly rental of £600, costs involved would be as follows:

Rent	£600.00
Deposit	£600.00
Fee	£300.00 PLUS vat (£360.00 including VAT)

IMPORTANT NOTICE TO ALL PROSPECTIVE TENANTS

Before setting up a tenancy, we will take up references on you. In order to assist you in finding the right property speedily, it is important that you supply us with mandatory information to reference you properly.

It is essential that *all* the information requested is supplied and the form fully completed and legible – missing information will delay your application and may jeopardise your choice of property.

When completing the reference application form, you will need to have the following information/ supporting documents with you:

- Your bank account details
- The full address of your current property, including the postcode
- If less than three years at your current address, a list of all addresses for the last three years with postcodes and dates of occupation (over three months)
- The full company name, full postal address and postcode of your employer (if applicable)
- A contact name and telephone number and fax numbers of your employer
- A contact name/company name, address telephone number and fax number of your current letting agent or landlord (if applicable)
- All telephone numbers and fax numbers given must include the full STD code. References *cannot* be obtained using a mobile telephone number
- You must provide proof of identity and proof of residency at your current address by providing at least one of the following:-
 - A driving licence showing your current address
 - A recent utility company bill (no more than 3 months old)
 - A recent mobile telephone bill in your name and at your current address
 - A signed and dated letter from your employer's human resources department showing the name of the individual and the position within the company
 - A council tax bill in your name at your current address

NOTE: Bank statements, DSS/Pension pass books/Benefit vouchers are not acceptable as proof of residency. Please ensure that all referees given on your application form have been advised that they will be contacted by a referencing agency.

- Client Money Protection (CMP) provided by ARLA
- Independent redress provided by The Property Ombudsman (TPO)

