

# Enjoy the viewing of your new rental property

Full details of all our properties can be found on our website [www.hamiltonpiers.co.uk](http://www.hamiltonpiers.co.uk) or on our iphone app which is available from the Apple store.

In general our landlords will not accept applications from prospective tenants who are smokers, have pets or are relying on payments from benefits to pay the rent.

If this applies please ensure that we know all the details and this has been discussed with ourselves and approval sought from the landlord prior to any viewing.

At the viewing we will be pleased to show you over the property and, as far as possible, answer any questions about on-going costs and the area in general.

Usually the following on-going costs will be incurred by the tenant upon renting a property:

- Council tax
- Electric, gas or other fuel
- Water and sewage charges
- Contents insurance
- Television & telephone charges, as applicable
- All other charges

In general the landlord will pay for the cost of

- Any ground rent and maintenance charges  
(charged to a leaseholder on flats)
- Buildings insurance



Prepare  
for your  
viewing

What you  
need to  
proceed

Understand  
your costs



# Prepare and pay for your reference checks

## Understand the criteria



We will undertake referencing through one of the UK's largest tenant referencing companies, Letsure.

They will conduct the following checks:

### **Affordability**

Generally they will be looking for the rent payable per tenant to be around 42% or less of an applicants gross monthly income.

I.E. If the tenants share of the rent is £400 per month an income of around £1,000 per month would be required

### **Identity Check**

This will usually involve a check to the voters roll and proof of identity and residency

### **Landlords Reference**

If you have a previous landlord they will be contacted and asked to confirm that you do not have rent arrears and you have complied with the tenants obligations

### **Employers Reference**

Your employer or other income provider (eg pension, trust income etc), or in the case of the self-employed an accountant

will need to confirm your earnings and that your position is secure

### **Bank**

Your bank account details will be referenced

*The above is intended as a guide only and specific information will be gathered by Letsure to reach an overall decision on an individual tenants suitability.*

If Letsure do not approve your application they may suggest a guarantor is appropriate.

This must be a person who is prepared to take on the same terms and conditions as yourself and be prepared to commit to cover any shortfall or failure in your actions during the length of the tenancy agreement.

The guarantor will need to prove an income appropriate to cover their own commitments plus the rental that you are committing to.

As rental properties are currently in great demand we would suggest that in order to give you the best chance of securing the property you are in a position to make an appropriate decision at the viewing and pay the Application Fee for referencing and administration immediately.

The process of applying to become a tenant is straight-forward.

1. Pay the Application Fee, complete an application form on line (one per adult) and return with one form of photo ID and one form of proof of address.
2. We will gain authorisation from the landlord to proceed with your application.



At this stage the tenancy is still subject to satisfactory references.

3. We will then remove the property from the market and cancel any other viewings while we process your application.
4. You will be sent an email containing written confirmation that your application has been accepted subject to references and contract, along with confirmation of terms agreed, a sample tenancy agreement and a tenant insurance quote.

# Applying to be a Hamilton Piers tenant is straight-forward

5. We will undertake references and credit checks as quickly as possible. These are usually completed within a few days but can be delayed by slow responses for Landlord and Employers references.

6. When all references are received, we will gain final authorisation from the landlord to proceed with your tenancy subject to contract. We'll contact you to make an appointment for check-in at the office on the day your tenancy commences, where, if you haven't previously, you will pay the first month's rent, sign the contracts and collect keys.

## Application Fees

An application fee is also payable upon application for a property. This includes payment for referencing, credit checks, administration and also for the production of your tenancy agreement and associated notices.

There are no other fees due before taking up tenancy of the property.

The total fee for one or two tenants is £200 plus VAT = £240

Each further tenant is an additional £100 plus VAT = £120

Each guarantor (where applicable) is an additional £100 plus VAT = £120

# Your Commitment

## **If You Withdraw**

If you pull out of an application once referencing has commenced, you will forfeit your application fee.

## **If You Are Turned Down**

If the landlord declines your application and does not wish referencing to be commenced, you will receive a full refund of all fees and holding deposit paid.

Should your application be accepted based on the information provided on the application form but the referencing process reveals information that you have not previously disclosed (ie a CCJ or Bankruptcy) based on which the landlord refused to authorise your tenancy, you will forfeit your application. It is therefore vital that you take note of the above guidance notes and supply all information that may be relevant to your application.

## **What to do next?**

View the property as soon as possible and ensure that you can proceed if you like the property.

Have immediate access to funds to pay for the Application Fee that covers administration and referencing.

These must be paid to Hamilton Piers in clear funds prior to the commencement of referencing and prior to us "holding" the property for you.

These fees can be paid in to our bank account, however, if these can be paid by cash this ensures that we can proceed with your referencing and put the property "on hold" for you immediately. Please note we do not accept credit or debit card payments

Look forward to your new home and becoming a tenant through Hamilton Piers.



01376 341 141

01245 269 777

01371 809 500

[www.hamiltonpiers.co.uk](http://www.hamiltonpiers.co.uk)

