

TERMS OF APPLICATION & GUIDANCE NOTES
FOR PROSPECTIVE TENANTS

All applicants should read these guidance notes and be fully aware of what is involved before making an application for tenancy. All applications are subject to contract and Letting places do not guarantee the offer of a tenancy.

1. We will assume that all have inspected the property inside and out, and are satisfied as to the general condition and level of furnishings.
2. All applications are subject to satisfactory references being received. A credit referencing investigation will be carried out when the form is duly completed and signed.
3. All applications must be on the application form provided.
4. Professional sharers may be considered, subject to agreement by the landlord. Each applicant must complete and sign a separate application form.
5. A security deposit is payable at the commencement of the tenancy. **This is one and a half month's rent.** Payment of the security deposit is due on commencement of the tenancy and this is held for the duration of the tenancy. Your deposit must be protected by law under a statutory Tenancy Deposit Protection Scheme. Letting Places Ltd is a member of the Tenancy Deposit Scheme.
6. At the end of the tenancy, following any final inspection and check out procedure, landlord/agent and tenant should read agreement on how the deposit, or part of it, should be divided and monies returned to you.
7. **Payment of the first month's rental amount and the security deposit must be made with cleared funds i.e. Bankers Draft, Building Society Cheque, Credit/Debit Card* or Cash. Personal cheques or Company cheques are not acceptable.**
8. Pets are not allowed.
9. Smoking is not permitted in any of our properties.
10. All properties are available for a fixed term tenancy under which you will be committed to the full term of the tenancy.
 - a. **An administration and referencing fee is payable for each person over the age of 18 as detailed below. This fee must be paid when the application form is completed and is not refundable. The property will be reserved subject to contract and satisfactory references being received:**

1 Adult	-	£189.00 incl of VAT
2 Adults	-	£300.00 incl of VAT
3 Adults	-	£350.00 incl of VAT
Guarantor	-	£100.00 incl of VAT
Company Let	-	£350.00 incl of VAT
Relocation Agent 1 Adult	£300.00 incl of VAT	2 Adults £350.00 incl of VAT

***PAYMENT CAN BE MADE BY CREDIT/DEBIT CARD FOR RENT OR ADMINISTRATION
PLEASE NOTE THAT CREDIT CARD PAYMENTS WILL INCUR A 2.5% CHARGE.**

The agent reserves the right to charge a fee for any changes requested by the tenant.

11. Properties under our management are inspected regularly during the tenancy in accordance with our management agreement with the Landlord.
12. Tenancies are usually for a minimum of six months. A longer term may be available by agreement with the Landlord.

Letting Places can be contacted during working hours to discuss any of the above points.