

INFORMATION SHEET

To apply for a property, the application and administration fees are as follows:-

1 applicants £150 plus VAT £180	2 applicants £200 plus VAT £240
3 applicants £250 plus VAT £300	4 applicants £300 plus VAT £360
Guarantor Fee £50 plus VAT £60	

Application fees are payable at the point of application. The property is then taken off the market whilst references are obtained. Applicants will need to be in full time permanent jobs (**NOT AGENCY**) as references will be required from your employer/accountant, landlord and a credit search. If full and satisfactory references cannot be obtained, we reserve the right to request a higher deposit, 6 months rent in advance, a guarantor, or to decline the application.

The fees are non-refundable if the application is declined or the applicant withdraws.

The normal deposit will be equivalent to one month's rent plus £200 (deposit for sharers is equivalent to one month's rent plus £300) unless otherwise agreed and is accepted subject to the terms of the tenancy agreement, repayable without interest. There will also be a charge of £25 payable to register the deposit

Please note any exclusions relating to pets, smoking, etc. as detailed on the property description as these will be included in the tenancy agreement. A higher deposit of £250 will be requested for tenancies where pets are allowed.

HOUSING BENEFIT APPLICANTS ARE CONSIDERED SUBJECT TO AVAILABILITY ON CERTAIN SUITABLE PROPERTIES. (deposit, first months rent and guarantor still required)

The lease term is usually 6 months, unless otherwise stated or agreed by the Agent.

When the references are approved a moving date will be agreed and an appointment will be made for the tenants and guarantor (if required) to come into the office (weekdays only) to sign the tenancy agreement and pay the first months rent and deposit (in cleared funds, ie cash or debit card, for a credit card there will be a 2% fee)

Properties are let 'as seen'. If you have any specific requests, queries or comments, these must be raised and agreed at the time of application. A copy of the inventory for the property is available on request

Before moving into a property it is recommended that contents insurance are taken out to safeguard any damage to the property and your deposit, in addition to your own belongings

It is also recommended tenants obtain confirmation of the Council Tax, Sky and Cable connection, Phone and Broadband and any parking costs from the relevant companies

APPLICATION AGREEMENT

PROPERTY ADDRESS

APPLICANT NAME

ADDRESS

TELEPHONE NO:

RENT AGREED £ **DEPOSIT AGREED: £**.....

ANTICIPATED MOVE IN DATE (subject to references being received in time)

Ashby Lowery Residential acknowledge receipt of the sum of £, paid as the tenant(s) contribution towards administration and references in respect of application for rental of the above property. There will also be an additional £25 charge payable on move in date to register the deposit

REFERENCES: If full and satisfactory references cannot be obtained, we reserve the right to request a higher deposit, 6 months rent in advance, a guarantor or to decline the application.

THE FEE IS NON REFUNDABLE if the references fail or the applicant withdraws

By signing this form permission is given to Ashby Lowery Residential or its credit reference agency, to obtain a credit search and any references deemed necessary.

The applicant(s) hereby acknowledge that they have taken the property ‘as seen’ and if there are any specific requests, queries or comments these must be agreed and listed below. A copy of the inventory is available on request

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CLIENTS SIGNATURE:

PRINT NAME:.....

AGENTS SIGNATURE:

DATE:

AGENTS NOTES	
A/R agreed? £.....	
Forms provided?	Y / N
L/L Advised?	<input type="checkbox"/>