

INFORMATION SHEET

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

1 applicant £200 inc vat
each additional adult applicant £75
Guarantor Fee £100 inc VAT
Company Let £350

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. Proof of ID will be requested together with payslips when the application fee is taken. 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 deposit will be equivalent to one month's rent plus £200 for rent over £500 and £100 for rents under £500 unless otherwise agreed and is accepted subject to the terms of the tenancy agreement, repayable without interest. There will also be a charge of £100 payable at move in for the preparation of the tenancy agreement and 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.

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, deposit and additional admin fees (in cleared funds, ie cash or debit card, for a credit card there will be a 3% fee

Properties are let 'as seen'. and are not professionally cleaned before each new tenancy commences and they will be let in accordance with the inventory (a copy is available on request) If there are any specific requests, queries or comments these must be agreed prior to the application fee being taken

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

EMAIL 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 a charge of £100 payable at move in for the preparation of the tenancy agreement and 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 the property will not be professionally cleaned before the new tenancy commences and they will be let in accordance with the inventory (a copy is available on request) If there are any specific requests, queries or comments these must be agreed and listed below.

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CLIENTS SIGNATURE:

PRINT NAME:.....

AGENTS SIGNATURE:

DATE:

Application Forms and How to Rent Leaflet provided