

RESIDENTIAL LETTINGS

Tenant Application Process **(Guidance Note for Prospective Tenants)**

Welcome to Jones Peckover Lettings. The following notes are intended to assist you to potentially rent a property from us.

We will require a completed application form for each applicant, together with the application fee as follows:

- £36 per individual credit check (payable on application)
- £60 admin fee
- £120 agreement fee

These fees are to cover the referencing, preparation of the tenancy agreement and various other administrative costs which are involved. We regret that we are unable to process your application or reserve a property until we have received payment of the credit check fee.

If a guarantor is required an application fee of £36 and an admin fee of £24 will also be payable. The application fee is non-refundable, unless the property is removed from our rental list by the Landlord prior to the tenancy agreement being signed.

References are obtained by a professional referencing agency (UKtenantdata Referencing Service) on all applicants and guarantors where applicable.

Each application will require supporting documentation. Please see attached sheet for these requirements.

Referencing responses vary, but are normally returned within 3-5 working days of the application being submitted. Once successful referencing has been obtained and the Landlord has accepted the application, a tenancy agreement will be prepared and sent to you for approval. You will then be invited into the office to sign the tenancy agreement and pay the remaining balance of monies due, as follows:

- One month's rent in advance
- Surety Deposit
- Admin fee
- Agreement fee

Payment of the first month's rent and the deposit can be paid by Personal Cheque if paid prior to ten days before the commencement of the tenancy and payable to Jones Peckover. Alternatively, we can receive your payment by debit card or credit card subject to a 2.45% transaction charge, in our office or over the telephone.

Your deposit will be protected by the Tenancy Deposit Solutions Limited and you will receive details of this when you sign the tenancy agreement.

It is your responsibility to ensure your possessions are covered by a suitable insurance policy.

Unless otherwise stated, all properties will be let under an Assured Shorthold Tenancy Agreement as defined by the Housing Act 1988 (amended by the Housing Act-1996).

Please note that the above prices are inclusive of VAT.

Supporting Documentation and Supporting Information

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

- The address of your current property, *including* the post code.
- If less than three years at your current address, a list of all addresses for the last three years including the post code(s) and dates of occupation.
- Your bank details including sort code and bank account.
- The full company name, address and post code of your employer (if applicable).
- Your National Insurance Number
- A contact name, telephone number and fax number of your employers personnel department.
- A contact name/company name, address, telephone and fax number of current letting agent or landlord (if applicable).
- All telephone and fax numbers provided must contain the full STD code.
- You must provide proof of identity (photo identity) and proof of residency at your current address by providing the following:

Proof of identity – Passport or new style driving licence.

Proof of residency – A utility bill within the last 3 months, a council tax bill in your name at your current address or your driving licence showing current address.

Please ensure that ALL referees you have provided have been advised that they will be contacted by a referencing agency.