

APPLICATION FOR TENANCY

PLEASE READ THESE NOTES THOROUGHLY



APPLICATION FEE:

There are no fees payable for your application unless you are a company.
You will be requested to pay a Holding Deposit which is explained below

GUARANTORS (Where required)

MUST SATISFY MINIMUM CRITERIA AVAILABLE ON REQUEST

Each guarantor will have to, at some point prior to the tenancy beginning, come into the office for verification of identity purposes and to sign the paperwork.

Anyone 18 year and over must be formally identified even if not appearing on the tenancy. Anyone 18 years and over appearing on the tenancy **MUST** also be credit checked

To be recognised as a tenant you must be identified, credit checked and named on the tenancy

COMPANY LET - £300.00

(PERSONAL GUARANTEE MAY BE REQUIRED)

Depending on the applicants' status an additional guarantor is sometimes required

ALL APPLICATIONS SUBMITTED MUST BE ACCOMPANIED BY A PROOF OF RESIDENCY DOCUMENT I.E. COPY OF RECENT UTILITY BILL, DRIVING LICENCE, MOBILE PHONE BILL ALONG WITH PHOTOGRAPHIC ID IE PHOTOCARD DRIVING LICENSE & PASSPORT

**** SEE ATTACHED FOR FULL LIST ****

REFERENCING WILL NOT BEGIN UNTIL WE RECEIVE THE CORRECT IDENTIFICATION

ANY APPLICATION FEE PAID IS NON-REFUNDABLE UNLESS THE PROPERTY IS WITHDRAWN THROUGH NO FAULT OF YOUR OWN

HOLDING FEES

A Holding Fee equivalent to One Weeks' Rent will be taken from you once we are satisfied that the tenancy can go ahead based on the information provided in your application. You stand to lose that fee if you withdraw or provide false or misleading information. Otherwise it will be credited on completion to the rent / deposit due on your moving in day.

GUIDANCE TO APPLICANTS / TENANTS

If you are about to apply for tenancy at one of our properties please read this form carefully and complete it in full. A move in date is **NOT** agreed until you have received your official move in letters from our offices.

We Will Not Hold Property Without Completed Form(s) & Appropriate Holding Deposit

DEPOSITS

A deposit equivalent to **FIVE WEEKS' RENT** will be due on all tenancies. You will be advised who will be holding this deposit but for your information please note:

The person or organisation holding your deposit will need to ensure that it is kept within or registered at one of the approved schemes for your protection.

At the start of the tenancy you will pay rent in advance

JOINT TENANCIES

In tenancies where tenants are to appear on a single agreement as one household, these tenants will be jointly and severally liable for all obligations entered into on behalf of each other and the group.

RETURN TO: 45 BRIDGNORTH ROAD, COMPTON, WOLVERHAMPTON WV6 8AF

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