

# APPLICATION FOR TENANCY



## PLEASE READ THESE NOTES THOROUGHLY

An application fee **must** accompany this application to cover the time and effort expended in order for us to ascertain each prospective tenants' suitability. This will vary depending on your circumstances as follows-

### APPLICATION FEE:

**FIRST (LEAD) APPLICANT - £150.00**

**SECOND (OR ADDITIONAL) APPLICANT(S) - £75.00 EACH**

**TO APPEAR ON THE TENANCY YOU MUST BE REFERENCED & PAY THE APPROPRIATE FEE**

### GUARANTORS

**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.

**£50.00 FOR REFERENCING OF EACH GUARANTOR**

**WE CAN ACCEPT CREDIT / DEBIT CARD PAYMENT BY PHONE OR IN PERSON**

Married couples need only apply in 1 name & complete 1 form but the only person named on the tenancy is the referenced party whereas sharers should **ALL** apply

**If you are NOT named on the tenancy you will have NO rights**

**COMPANY LET - £200.00**

**(GUARANTOR 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 & FEE**

**THE APPLICATION FEE IS NON-REFUNDABLE UNLESS THE PROPERTY IS WITHDRAWN THROUGH NO FAULT OF YOUR OWN**

### CONTRACT FEE

A CONTRACT FEE OF **£75.00** WILL ALSO BE PAYABLE ON COMPLETION OF TENANCY – THIS CHARGE IS PER TENANCY AND **NOT** PER PERSON

### 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 Fee(s)**

### DEPOSITS

A deposit equivalent to **AT LEAST ONE MONTH'S 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. Visit [http://www.direct.gov.uk/en/TenancyDeposit/DG\\_066373](http://www.direct.gov.uk/en/TenancyDeposit/DG_066373) for complete information on your rights and your landlords' or agents' obligations.**

### 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.

### PROPERTIES FULLY MANAGED BY US

All rents will be payable on the 1<sup>st</sup> of each month therefore you may find you pay more than one months rent on the day you move in depending on the date your tenancy begins. Tenants will either pay up to the end of the second month when you move in or pay a full month's rent in the second month.

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

**T: 01902 566666 F: 01902 566670 E: [wolves@rogers-partners.com](mailto:wolves@rogers-partners.com)**