

# Terms & Conditions of Lettings

## **FEES, DEPOSIT & RENT**

- The administration fee of £125.00 and the credit status check fee of £25.00 are both payable before the start of the tenancy.
- A deposit of four weeks' rent or £400.00 (whichever is greater) will be required on every letting. In line with current legislation, your deposit will be registered & protected with one of the government approved schemes. Information regarding the relevant scheme will be provided to you when you proceed with renting the property. (We will return the deposit to you, when you provide final paid accounts for all utilities and council tax, and we have checked the condition of the property. The deposit may also be used to cover any rent arrears or outstanding invoices.)
- A minimum of **four weeks' rent** is payable in advance.
- All rent must be payable **in advance**. Our preferred payment method is by direct debit, however we can accommodate alternative methods of payment including cheque, cash, payments direct into our bank account and by credit/debit cards (over the phone or on our website).

*Please note: We will check whether your bank account is able to accept Direct Debit charges. This may appear on your statement, but no monies will be deducted from your account without your written approval. We will always give you at least 5 days notice before any monies are taken from your account.*

## **THE APPLICATION FORM**

- At the viewing, our agent will supply you with an Application Form. This can be filled in on the spot or you can take it home and complete it at your convenience.
- You must enclose together with your application copies of **two** forms of ID (at least one must include a photograph) **and your three most recent bank statements**. If you are currently employed, we also require copies of your last three months' wage slips.
- If you wish to fill in the form at your viewing appointment, please make sure that you bring your ID, bank statements, and wage slips with you.

*Acceptable IDs are: a current and valid passport; a driving licence (with photo); birth certificate; marriage certificate or divorce papers; a letter from your solicitor; your medical card, and a utility bill in your name.*

## **HOLDING THE PROPERTY**

- A minimum holding deposit of **£200.00** is required to hold a property. The property will then be held for a maximum of two weeks.
- A holding deposit is non refundable. However, if you proceed and complete this letting, this payment will be put towards your tenancy deposit.

## **LHA (Local Housing Allowance) - previously HOUSING BENEFIT**

- **You always are and remain fully responsible for the total agreed rent.**
- LHA is paid directly to you and therefore it is your responsibility to make sure rent is paid up-to-date at all times.
- Your Housing Benefit application form must be completed and forwarded to us for inspection and completion. We will then send it to the Housing Benefit office for you.
- You are advised to constantly monitor and chase your Housing Benefit Application to ensure that it is dealt with promptly.

**We acknowledge that in the current financial climate, many prospective tenants might be put off by the charges detailed above. If you are experiencing financial difficulty, we may still be able to accommodate your needs and help you. Please arrange a viewing and discuss payment options with your viewing agent.**

**CALL US ON 0161 772 3333 TO ARRANGE A VIEWING**