

Step by Step Guide to Renting a Property

1. View the property you are interested in. It is compulsory that the property is viewed prior to application.
2. If you wish to apply an administration fee (which includes credit referencing) is payable of £75 per person (non- refundable). For a Company application a fee of £200 is payable on application. You will be given a referencing form on which you have to provide employment & address history and proof of income if applicable. If a Guarantor is required there will be an additional cost of £30. Proof of ID is required in the form of a Passport / Driving Licence and a utility bill with your name and current address. Forms must be returned within 48 hrs otherwise the property will be re-advertised.
3. Once we have checked your details we will contact you and arrange a date when you would like to move in. At this stage we require 50% of the rent to be paid which is non-refundable if you withdraw the application. This is required to be done within 5 working days of the date being arranged. Once applied you would normally be expected to move in with in 4 weeks unless by prior arrangement.
4. On the day you sign all adults & guarantor (if applicable) need to be available to sign the tenancy agreement. The deposit is required and the balance of the rent. This must be cleared funds by the due date if paying by cheque.
5. Our leases are for a minimum of six months.
Rents are quoted per calendar month and are exclusive of all other outgoings.
6. Gas & Electric are supplied by Scottish & Southern Energy please advise if you wish to opt out of this.
7. Tenants insurance can be arranged for your contents and will cover accidental damage to the Landlords property therefore protecting your deposit from as little as £9.00 per month

I AGREE AND ACCEPT YOUR TERMS AND CONDITIONS

Signed

Print Name

Date