

Dear Tenant,

Thank you for your interest in renting your new home with us, the following information is designed to help you understand the process involved to move you into your new home.

When you submit your application, you will need to pay a deposit equal to the first month's rent which will secure your property of choice throughout the referencing process.

You will also need to pay an application fee when you apply for your property and will cover the cost of your tenant referencing and credit checks. The application fees are as follows:

Individual Application: £120.00

Each additional Application: £72.00 (per additional applicant)

Guarantor Application: £72.00

(To qualify, the combined incomes of all applicants should be 2.5 times the monthly rent. If you wish to apply for a property that is more than 2.5 times your monthly income, you will then need to supply us with a guarantor.)

Company Application: £156.00

PLEASE NOTE: All application fees are non-refundable, if you change your mind or your references do not meet our criteria, then no application fees will be returned.

All named tenants must be over the age of eighteen, with the main applicant being over twenty one.

You will need to provide two forms of identification with your application, one of which must be a passport or driving licence, the other a recent utility bill or bank statement showing your home address.

To speed up the application process, it would be helpful if all applicants bring with them a written reference from their employer, this should be on company headed paper and must state the applicants: Job Title, Income & Length of Employment. If you are currently renting, a written reference from your current landlord, will also speed up the application process.

Once your referencing is completed, usually with approximately seven working days (we recommend you advise all named parties that they will be contacted and ensure they respond as a matter of urgency), we shall contact you to arrange a suitable date and time to move in to your new home. We will advise you of the remaining funds to be paid.

Prior to signing your tenancy agreement and being given the keys, the equivalent of one month's rent must be paid to cover your deposit, plus one month's rent in advance. These fees must be in cleared funds i.e. cash or a bankers draft. If you wish to pay by direct BACS transfer, please contact a member of staff.

All tenants who are to reside in the property over the age of eighteen must be named on the tenancy agreement and must be present on the day of move in to sign the tenancy agreements. You will also be required to set up a standing order mandate for the future collection of rents.

Tenant's contents insurance can also be arranged through [Ur-Place.com](http://Ur-Place.com), please contact us to arrange a quote.

Should you have any questions with any of the information supplied within this literature, please do not hesitate to contact us.