

What Happens Next

Applicants



Having viewed and selected a property you may have some questions....

Q	How do I secure the property?
A	Once you have selected a property a non-refundable administration charge is required which enables us to hold the property for you subject to contract and satisfactory references . However this does not in anyway form a contract or any obligation upon ourselves or the landlord. At this stage and subject to the Landlord's agreement, we will advise other applicants that the property is under offer.
Q	What information will you need from me?
A	<p>The application forms will normally be sent to you via email. Your application is then submitted electronically to our credit referencing agency. When filling out the form, please ensure that you have telephone numbers, fax numbers and email addresses of referees as this will help speed up the process. In order to minimise any potential delays with your application, please complete and sign the attached PropertyRisks Consent Form. This signed document will be immediately faxed to the agency to assist them in the referencing process. As soon as we receive a reply from the credit referencing agency we will let you know the result and your confirmation document pack will be sent off to you.</p> <p>Credit checking normally takes 2-3 days but may take longer if the agency has difficulty in contacting people on the form. You would be advised to let people know that they may be contacted for a reference. In certain circumstances, we may apply for references direct to your referees and therefore, in these instances, we would not use our credit referencing agency.</p> <p>Please be advised that your basic annual income needs to be at least 2.5 times the annual rent in order to comply with the referencing criteria. Please discuss your situation with your Lettings Consultant if you have any queries. Any detrimental or false credit information may adversely affect your application and you will forfeit your administration charge as it is non-refundable.</p> <p>In order to successfully complete your application and prior to any tenancy commencing, we will require proof of residency and proof of identity (photographic ID) for each tenant plus your contents insurance schedule. (Proof of residency can be a utility bill which is less than 3 months old. Proof of identity can be passport, identity card or a driver's licence.)</p>
Q	What happens if I have pets?
A	If the landlord has given permission for pets to be kept at a property, then an additional Tenancy Deposit of £150.00 will be due. This sum may vary according to the requirements of the landlord and the number and size of the pets to be kept at the property. This figure will be confirmed to you in writing prior to check in.
Q	How much is the administration charge?
A	First adult applicant: please ask in branch for details Each additional adult applicant: please ask in branch for details Each guarantor: please ask in branch for details
Q	What happens when my Tenancy is renewed?
A	Should your tenancy be extended, there will be an administration charge of £50 + VAT. If rent for the tenancy is paid in full and in advance, any renewal will be under the same terms unless a further reference fee is paid and suitable references obtained to confirm monthly rent payments via Standing Order Mandate are acceptable.
Q	What do I need to pay on Check in?
A	<ol style="list-style-type: none">1. Rent First months rent in advance2. Tenant Deposit Equivalent to an additional months rent plus two hundred pounds.3. Checkout charge First applicant: please ask in branch for details Each additional adult applicant: please ask in branch for details
Q	How do I pay on Check in?
A	<p>✓✓✓ Debit Card ✓✓ Credit Card ✓ Banker's Draft</p> <p>Debit/Credit Card payments is the preferred method</p> <p>Please note there is a surcharge of 2% for payment with a credit card</p> <p>A personal cheque is not acceptable on check in day. A personal cheque will need to be received 10 working days in advance.</p> <p>Cheques should be made payable to Allan & Bath</p>

Applicant Signature: _____

Date: _____

