

GENERAL INFORMATION AND PRICING SHEET - PLEASE READ CAREFULLY

RENT AND DEPOSIT

Unless otherwise stated, rental charges are exclusive of electricity, gas, telephone and council tax and must be paid monthly in advance by standing order unless otherwise agreed.

The deposit is held on behalf of the landlord in order to protect the landlord from a tenants failure to fulfil the obligations of the tenancy and to cover any costs that may become due through unreasonable wear and tear or none payment of rent.

IMPORTANT - The tenant may not under any circumstances assume the deposit may be used as rent during or after the tenancy.

The deposit is a sum equal to one months rent plus £100, unless otherwise stated and is held either by us or the landlord personally.

Deposits will be refunded as quickly as possible at the end of the tenancy subject to the landlords instructions.

REFERENCES

Tenancies are only offered subject to receipt of satisfactory references. We are required on behalf of the landlord to obtain character, employment, previous landlord (if applicable), credit and financial references.

TENANCY AGREEMENTS

Tenancy agreements will normally be Assured Shorthold Tenancy (AST) contracts regulated by the 1988 Housing Act (amended in 1996). The contract is binding on both parties for the specific term (usually 6 or 12 months). Leases may be extended beyond this subject to the landlord's consent. Notice to quit must be served in the appropriate manner in accordance with the Act and the terms of the AST. A lease may not be ended prematurely unless by written consent given by both parties

Should you have any questions regarding any aspect of renting a property, please feel free to ask any member of our staff.

The attached application form must be completed and returned to us so that the references can be applied for. Please read this form carefully, complete it clearly and answer the questions fully and honestly to avoid any unnecessary delay

You need to show 2 forms of ID:	PROOF OF RESIDENCE: Utility/council/telephone/credit card statements showing 3 months.
	PHOTO PROOF OF ID: Either a driving license or passport

FEES AND CHARGES

A fee is payable by the tenant upon application for a property in order to cover administration costs. These relate to the preparation, administration and execution of the application, the AST contract, the inventories and the complete referencing process. The costs are as follows:

BEDSITS, SELF CONTAINED FLATS AND ALL HOUSES:	NEW APPLICANTS:	£150.00	plus VAT	TOTAL	£176.25
	EXISTING CLIENTS:	£120.00	plus VAT	TOTAL	£141.00
SOME APPLICATIONS WILL NEED A GUARANTOR:	1st GUARANTOR:	FREE OF CHARGE			£0.00
	EACH SUBSEQUENT	£50.00	plus VAT	TOTAL	£58.75
COMPANY APPLICATIONS:		£195.00	plus VAT	TOTAL	£229.13
EACH ADDITIONAL APPLICANT (FOR JOINT APPLICATION):		£50.00	plus VAT	TOTAL	£58.75
ADDITIONAL FEE FOR CHANGING THE AGREED START DATE ON THE AST CONTRACT:		£40.00	plus VAT	TOTAL	£47.00

The fee must be included with your application for the tenancy and is non-refundable after the referencing has been applied for unless the property is either withdrawn or is made unavailable for letting by the landlord.

The landlord will be advised of your circumstances as stated on the application prior to referencing. No charge is made if the application does not proceed due to your circumstances being unacceptable at that point. It is therefore essential that all the information you submit is complete and truthful. Should the landlord subsequently not accept your application due to information obtained during referencing, the application fee is non-refundable.

HOW YOU CAN PAY

For your convenience payments can be made in any of 4 ways:

BANK CHEQUE	MUST BE SUBMITTED A MINIMUM OF 5 WORKING DAYS PRIOR TO CONTRACT
DEBIT CARD	A CHARGE OF 47p WILL BE MADE
CREDIT CARD	A CHARGE OF 2% WILL BE MADE
BANKER'S DRAFT	THIS MUST BE PAID IN TO OUR BARCLAYS BANK ACCOUNT IN WORCESTER

WE WILL NOT ACCEPT CASH IN THE OFFICE AND REGRETFULLY WE CAN NO LONGER ACCEPT BUILDING SOCIETY CHEQUES