

## APPLICATION PROCESS

The reference fee and below process is applicable to any persons over the age of 18 who will be residing at the property.

1. Read and sign City & County terms and conditions (page 2).
2. Complete application details (page 3).
3. Read and sign referencing declaration form.
4. We also require proof of identification and proof of address for any over the age of 18 who will be residing at the property and any Guarantors. We also require proof of residency for anyone who has moved to the UK from overseas. We will complete Anti Money Laundering AML checks on all applicants, guarantors and permitted occupiers.
5. We will then put your application forward to the Landlord/s for their approval, once they have approved to proceed to referencing, only upon successful referencing accepted by the Landlord/s will a tenancy be entered.
6. Our referencing company will email you a full application form within 48 hrs. **This must be completed and submitted within 72 hours.** If the referencing application is not submitted within 72 hours, it will be assumed that you no longer wish to proceed and we will remarket the property.
7. Upon receipt of your completed referencing, the referencing company will carry out the relevant searches. Average turnaround time is 3 – 5 working days after receiving the application, but this can increase depending on your employer/Landlord response times. If your references have not been completed within seven working days from the point of submission the property will be put back on the market.
8. By signing this you are confirming that you do not have an adverse data, CCJ's or IVA's recorded against you.

### Before submitting your referencing application, please ensure that you meet the following requirements:

You will need to earn an income to rent ratio. For example, if the rent of a property is £500pcm,  $500 \times 30 = 15000$ , so your gross annual salary needs to be at least £15,000. If earnings fall short of this, then your application could be considered with a Guarantor at the Landlords discretion. For example, if the rent of a property is £500pcm,  $500 \times 30 = 15000$ , the Guarantors gross annual salary needs to be at least £15,000.

Any applicant receiving housing benefit, working part time or working on an agency contract or on a zero-hour contract for less than twelve months will automatically require a guarantor.

Guarantors are also required to complete the referencing process as above.

If a property is to be leased in a company name, the reference fee is **£250.00 (inc. vat) per person**. Company application and referencing is required as above. The terms and conditions and the tenancy agreement must be signed by a company director or a person nominated by them. Prior to the start of the tenancy: we will require written confirmation from a director that the nominee has the authority to sign. We will also require proof of ID for the director / nominee. **Referencing fees are non-refundable if you withdraw your application or do not meet the referencing criteria.**

**Proof of ID** - Current full signed passport, current UK photo card driving license or paper (full) or Residence Permit (issued by the Home Office to EU Nationals) and national ID card.

**Proof of address** - A current UK driving license showing the current address (full), a recent (no older than 3 months) gas, electric, water, landline telephone, a council tax bill showing your name and current address, a copy of your current Tenancy Agreement showing property address, the names of all the occupiers and start dates or a recent (no older than 3 months) bank or building society statement.

**Proof of residency** - confirmation of study letter from University, job offer letter and contract of employment, letter from applicant's home country's Embassy in the UK, confirming sponsorship.

**Please note that you cannot use the same document as proof of ID and address. We must see the originals when you are submitting your application. If you are out of the area we can accept your documents if they have been certified by an individual from a recognisable profession (i.e doctor, teacher, solicitor, bank manager, accountant or public notary) with the copy containing the details of the individual certifying it and their contact details**

**Proof of right to rent** - Valid visa, EEA member state identity card, letter from applicant's home country's Embassy in the UK, confirming sponsorship.

**Subject to satisfactory references being received by us, a move-in date will be confirmed and contracts prepared for you to sign.** On the day of signing, you will need to come into the office to sign the tenancy documents and to make payment, payment of the first month's rent and deposit will be only payable by debit or credit card. You will be required to provide proof of your standing order being set up prior to the keys being released, this can be in the form of a print out from your bank or a screen shot from your online banking.

**All parties stated on the Tenancy Agreement must be available to attend the sign up in our office on the day the contract commences – this includes Guarantors.**

## TERMS AND CONDITIONS

### ON THE DAY OF MOVING IN YOU WILL BE EXPECTED TO PAY:

**Security deposit** – will be equivalent to five weeks rent, based on the monthly rent x12 %52 x5.

**On all of our managed properties your deposit will be protected by a Tenancy Deposit scheme for the duration of your tenancy.**

**Rental payment** - The first month's rent must be paid in advance. The rent due date thereafter will be the same day as the start date of the tenancy and must be paid via standing order.

**Pet clause** – Should you have a pet /pets and it has been confirmed with your landlord that they allow you to have that pet/s in the property then a pet clause will need to be added to your tenancy agreement and signed by all relevant parties.

**Special conditions** – Should you require a special condition (upfront / part rent payment agreements, rent buffer agreements, agreed and named permitted occupiers, military clauses, break clauses, decorating agreements or any special requests / additions or amendments) to be added to your tenancy agreement.

### OTHER COSTS AND INFORMATION:

**Standing order** - You will be required to provide proof that you have set up a Standing Order Mandate to allow direct payment of future monthly rent payments from your bank account, before we can release the keys to you.

**Inventory** – On our managed properties a detailed inventory will be prepared prior to commencement of the tenancy; a copy of this will be emailed to you prior to receiving the keys, you have seven days from it being sent to respond via email confirming you are in agreement with its content. Should you wish to make any amendments, these will need to be sent via email with an accompanying photograph of the issue within seven days of the original inventory being sent. Should you not respond to the original email in which the inventory was provided within seven days, the content of the original inventory will stand and be used at the end of the tenancy to establish any dilapidations.

**Tenancy renewals** – Towards the end of your tenancy term you may be given the option to renew your Tenancy Agreement. If so, you may be offered one of the following to renew on a fixed (6 or 12 months) or a periodic (month to month) tenancy. A fixed tenancy gives you the security of knowing that you can remain in the property for the agreed term. On a periodic tenancy the landlord has to give you two months' notice to vacate and you have to give one months' notice to leave.

**Check out** - At the end of the tenancy we will send a representative to the property to conduct a check out inspection in order to assist you with your deposit return. The findings of the inspection will be emailed to you within seventy-two working hours of the inspection taking place.

**Late rent payments** - In the case of a breach of the terms of the tenancy by the Tenant, Default fee of interest on late rent if rent is more than 14 days overdue, 3% above Bank of England base rate

**Overpaid rent payments after vacation** - Please note that it is your responsibility to cancel your standing order following your last rental payment, we are unable to instruct your bank to do this.

**Client Money Protection**- we operate with 'Client Money Protect'

### AVAILABLE ON REQUEST:

Contract variation, novation, amendment or change of occupant at the tenant's request within an existing tenancy– chargeable at £50.00 inclusive of VAT

Default fee for lost keys or other respective security devices – Actual cost of replacement

**I/We confirm that I/We have read the terms and conditions provided by City & County Lettings in full and agree to be bound by them.**

Name

Signed

Date

Name

Signed

Date





**APPLICATION FORM**

Initial tenancy term is for 6 months, unless otherwise stated.

**Property address**.....

**Amount of rent (pcm)**.....**Proposed tenancy start date**.....

Special terms (i.e. Pet agreed).....  
.....Cost for special terms: .....

Optional extras required .....Cost for optional extras:.....

**Applicant 1**      **Share of rent (£)**:.....      **Gross income per year (£)**:.....

Mr / Mrs / Miss First Name ..... Middle name .....

Surname ..... Date of birth .....

Mobile number .....

Email address .....

**Applicant 2**      **Share of rent (£)**:.....      **Gross income per year (£)**:.....

Mr / Mrs / Miss First Name ..... Middle name .....

Surname ..... Date of birth .....

Mobile number .....

Email address .....

**Guarantor (if required)**      **Gross income per year:**

Mr / Mrs / Miss First Name ..... Middle name .....

Surname ..... Date of birth .....

Mobile number .....

Email address .....

**NOTES:**

