



## 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. Pay the referencing fee of **£150.00 (Inc. vat)** per applicant.
2. Read and sign City & County terms and conditions (page 2).
3. Complete application details (page 3).
4. Read and sign referencing declaration form.
5. 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.
6. **All required documents are to be submitted to our office within 3 days of paying the referencing fee**, if documents are not submitted within 3 days, it will be assumed that you no longer wish to proceed and we will remarket the property.
7. Our referencing company will email you a full application form within 48 hrs. **This must be completed and submitted within 3 days**. If the referencing application is not submitted within 3 days, it will be assumed that you no longer wish to proceed and we will remarket the property.
8. Upon receipt of your completed referencing, the referencing company will carry out the relevant searches. Average turnaround time is 4 – 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.
9. By signing this you are confirming that you do not have an adverse data, CCI'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.

The charge for a guarantor reference is **£100.00 (Inc. vat)**. 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)**. 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) CIS4 card, original birth certificate, 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.

**You are also required to have accidental damage insurance on the property.** Please see terms and conditions for details.

**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 and bring with you your insurance policy with accidental damage cover to landlords furniture, fixtures and fittings, payment for the 1<sup>st</sup> month's rent, deposit and fees (details below). Payments are due either by cash, debit / credit card (credit cards will incur a 2% surcharge)

**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.**

**City and County, 6 Cowgate, Peterborough, PE1 1NA. Tel: 01733 561161 Fax: 01733 894007**



## TERMS AND CONDITIONS

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

**Security deposit** – normally equivalent to one month's rent plus £200.00 (some properties maybe higher – please see property details for confirmation). **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.

**Tenancy agreement fee** – We will arrange the Tenancy Agreement ready to be signed by all relevant parties. The Tenancy Agreement fee is **£90.00 (Inc. vat)** per tenant. Where all parties on the tenancy are either family members or a couple (living at the same address together currently for at least the last 12 months) only one fee is payable. The Guarantor Agreement fee (if applicable) is **£36.00 (Inc. vat)**.

**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. The pet clause fee is **£60.00 (Inc. vat)**.

**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, the fee for this is **£36.00 (Inc. vat)**.

### OTHER COSTS AND INFORMATION:

**Liability for Accidental damage and insurance** - The Landlord grants the tenancy of the property to the named tenant upon the condition that the tenant holds insurance that the Landlord or his Agent considers adequate to protect the tenants liability for against accidental damage caused by the tenant to the contents, furniture, fixtures and fittings at the property as described in the Inventory. A copy of the policy should be presented on the day of Sign Up before keys can be released. You should also consider insuring your own contents in the property, accidents happen, likewise burglary, floods and storms can be costly, so you could risk losing the things that are important to you. You can obtain quotes and/or advice on your policy from an Insurance Company of your choice. Alternatively, ask City and County lettings for assistance.

**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 sent to you for your agreement and signature. **This should be returned to us within seven days of moving into the property, with any amendments. Should you fail to return the document within the time limit, a penalty of £36.00 (Inc. vat) will be charged and we will assume that you agree with the contents therein and the original format will be used for the final inspection/check out.** Should further copies of the inventory be requested these can be supplied at a cost of £36.00 (inc. vat).

**Tenancy renewals** – At the end of your tenancy term you may be given the option to renew your Tenancy Agreement. The cost of a renewal is £60.00 (Inc. vat). You can 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 month s notice to vacate and you have to give one months' notice to leave. The notice period must run in conjunction with your tenancy start date. IE if your tenancy started on the 15<sup>th</sup> your notice period runs from 15<sup>th</sup> to the 14<sup>th</sup> of the next month.

**Future references** - Should City & County be required to supply any form of written reference on your behalf, there is a standard charge of £36.00 (Inc. vat).

**Housing benefit forms** – Should you require city and County to complete a housing benefit form or provide copies of documents / send information to the housing benefit department, the charge for this is £36.00 (Inc. vat).

**Check out fee** - 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 cost for this is £75.00 (Inc. vat). This does not cover any deductions for dilapidation or damage to the property.

**Late rent payments** - In the case of a breach of the terms of the tenancy by the Tenant, a reasonable administration charge of £30.00 (Inc. vat) will be made in addition to any compensation to the landlord or agent in order to cover reasonable expenses.

**Overpaid rent payments after vacation** - Please note that failure to cancel a standing order with your bank and further rent being paid as a result shall incur a charge of £36.00 (Inc. vat) before we can process a refund.

**Administration charge** – a charge of £36.00 (Inc. VAT) will be charged for duplicate documentation, re-booked of inspections if no access is obtained and should you require any other administrative duties to be performed.

**Payments** – we only accept payment via card payment either debit or if credit please note a 2% surcharge. Bank transfer or standing order.

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

**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.**

SIGNED \_\_\_\_\_ Print Name \_\_\_\_\_ DATE \_\_\_\_\_

SIGNED \_\_\_\_\_ Print Name \_\_\_\_\_ DATE \_\_\_\_\_

### OPTIONAL EXTRAS - AVAILABLE ON REQUEST

**Sign up at property** – All signs up take place in our office, should you prefer to meet at the property and do this the cost is 60.00 (Inc. VAT). All monies due must be cleared in our account the day before.

**Check in at property** – Inventories are given to you on sign up. You than have 7 days to check this and return it to us. If you prefer us to meet you at the property and complete an inventory check with you, the cost for this is £120.00 (Inc. VAT) for the first hour and £30.00 (Inc. VAT) per hour thereafter.

**Sign up & check in at property** - £150.00 (Inc. VAT) for the first hour and £25.00 (Inc. VAT) per hour thereafter.

**Separate / extra sign ups** – All parties stated on the Tenancy Agreement must be available to sign at the same time on the day the contract commences – this includes all tenants and guarantors. Should you be unable to do this, separate sign ups can be booked in advance at a cost of £60.00 (Inc. VAT) per sign up.

**City and County, 6 Cowgate, Peterborough, PE1 1NA. Tel: 01733 561161 Fax: 01733 894007**



**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:**