

TENANT INFORMATION SHEET

The details given below are for your guidance and information, please take a copy and keep in a safe place for your reference.

BOOKING DEPOSIT: Once you have viewed a property that you would like to consider for a tenancy, we require a booking deposit of £400.00. This is in order to reserve the property and remove it from our availability list and acceptance is, subject to contract, and acceptable references. This holding deposit does not oblige the landlord to let, or create or constitute a Tenancy Agreement between the Tenant, Landlord or Landlord's agent. Please note that this deposit is non refundable should you wish to withdraw from the let or should we receive unsatisfactory references.

REFERENCES: We shall require written references including one from your employer (including salary information) and one from your previous landlord, together with a credit check at a cost of £60.00 inc VAT per applicant. Homeowners will be required to provide latest mortgage statements. Additional references may be required if necessary. Failure to supply required information and proofs within 48 hours of your holding fee being received will result in the application being rejected and the holding deposit being forfeited by yourself.

AGENCY FEES: Prior to the tenancy commencement, Premier will require the sum of £400.00 inc VAT being the tenants portion of costs towards the drawing up of the tenancy agreement, the inventory and administration costs.

DEPOSIT: The equivalent of six to eight weeks rent will be required, payable by bankers draft or cash only and the deposit will normally be held by PREMIER LETTING as stakeholder. Provided there are no disputes over unfair wear and tear, damage or dirt or rent outstanding, the deposit will be returned in the name of ONE tenant within 30 working days of the expiry of the tenancy.

TENANCY AGREEMENT: A tenancy agreement will be drawn up for a minimum period of six months. Once The agreement must be signed for you to be provided with the keys for the property, subject to the first months rent and deposit being obtained in CLEARED FUNDS. Please note that ALL tenants named on the tenancy agreement must sign the necessary documentation before commencement of the tenancy and keys will not be released until this is the case.

You will be provided with a copy of the tenancy agreement once the agreement begins. Any additional copies of this agreement will be charged at £36.00 inc VAT

INSURANCE: It is a recommendation that tenants insure their contents prior to commencement of the tenancy. Failure to properly insure your own belongings is entirely at your own risk.

RENT: Payable monthly in advance, by bankers draft or cash only for the first month, thereafter by standing order. Rent is paid from your bank account four working days prior to your rent day to ensure cleared funds reach your landlords account for the rent day. Late rent payments can be made by credit or debit card, but please note that a charge of 2% applies for rent payments by credit card and a fifty pence charge is payable for each and every debit card payment. These charges are for the use of the card and are in addition to our standard late payment charges as per your tenancy agreement.

EXTENSION / RENEWAL: If the term of the original agreement is extended there will be a charge of £85.00 inc VAT to cover your share of the cost of preparing the documentation, for each and every extension or renewal. If there is a changeover of tenants mid tenancy then an admin fee of £95.00 will be payable by the new tenant and the outgoing tenant will incur an admin fee of £120.00 to be released from the original agreement. If you break your agreement and the house is re-let to release you from your commitments you will be responsible for the Landlords costs of re-letting, being £511 inc VAT.

KEYS: All keys must be collected by at least one occupant on the day the agreement commences. This will enable you to ensure that all keys have been received and are in working order at the point of check-in.

INVENTORY: At the commencement of the agreement you will be provided with the inventory. You will be contacted prior to the start date and a time will be arranged within 24 hours of your agreement starting, to check-in and agree the inventory.

DECLARATION: I have read and agree to the above conditions. I confirm that all information given in this application is true and correct to the best of my knowledge. I hereby authorise Premier Letting and/or Agent Assure to make enquiries of myself in connection with this application. I further understand that this application is subject to contract, credit checks and satisfactory references.

Signed by applicant		Print name		Date	
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Mobile number		E-mail address	
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