

Tenancy Application procedure



Application Form

- (1) Complete & return the Tenancy Application Form, together with the Reservation Fee remembering to attach proof of identification for all applicants which are as follows:
- proof of residency for the last 2 years, (utility bills, bank statement, etc)
 - your last 2 monthly payslips or last 3 weekly wage slips
 - copy of passport or photographic driving licence

IMPORTANT: Failure to complete all the above will hold up your application

(2) Reservation fee & Charges

- Reservation fee £100.00 (refundable against the deposit of one and a half month's rent)
- Administration fee £40.00 inclusive of VAT
- Credit Search fee £25.00 inclusive of VAT, per applicant including guarantors
- Additional Deposit £100.00 due payable if a pet has been accepted by landlord

We can accept funds by Cash or Switch payment. If you choose to pay by Mastercard there will be an additional charge of 1.75%. Cheques normally take 5 working days to clear from the date banked.

NB. If you are a student, receive benefits or are under 21, a Guarantor will be required (i.e. someone who is resident in the UK and in full time employment). They must also complete an application form.

IMPORTANT: All reservation and credit search fees are NON-REFUNDABLE and the Date of Entry must be within 4 weeks unless otherwise agreed

(3) References

On receipt of your completed application form, we will instruct a third party company called Letsure to undertake a reference search.

IMPORTANT: We cannot progress your application any further until Letsure confirm to us that your references have been accepted

(4) Move In Procedure

Once we have received satisfactory references, we will contact you to arrange a Date of Entry though prior to the date of entry, you must ensure the following:

- All applicants (including guarantors) must arrange to sign the tenancy agreement.
- We must receive the balance of the deposit in cleared funds (deposit being one & a half months rent)
- We must receive the first month's rent (or apportioned rent) in cleared funds
- Complete a Direct Debit Mandate.

At the move in appointment a representative of Ross & Liddell will meet you at the property to complete an inventory check, take meter readings, and go over utility systems with you. **UNDER NO CIRCUMSTANCES MAKE ANY ARRANGEMENTS WITH REMOVAL COMPANIES ETC UNTIL YOU ARE IN POSSESSION OF THE KEYS**

I have read and accept the above.....



Ross & Liddell, 25 Gauze Street, Paisley, PA1 1ES

Tel: 0141 889 0364 Fax: 0141 887 1788 Email: p-duffy@ross-liddell.com

