

INFORMATION FOR TENANTS

An application form is required to be completed and returned to us so that references can be applied for. When filling in the form please use black ink and write in capitals. The notes below will help you with the information that we require in order to proceed with your application. It is essential that **all** the information requested is supplied and the form fully completed and legible to avoid unnecessary delay.

When completing the reference application form, you will need to have the following supporting documents with you:

Evidence of Name - two of the following:

Current Full Signed Passport
Resident Permit issued to EU nationals by The Home Office
Current UK/EU Photo Driving Licence
Current UK/EU Driving Licence (old style)
State Pension or Benefits Book/notification letter
Inland Revenue tax notification

Evidence of address - two of the following:

Current Local Authority Tax bill or current TV licence
Bank/Building Society statement or credit card statement
Utility Bill (not mobile phone) or Homeowners Household Insurance policy document
State Pension or Benefits Book/notification letter (if not used above)
Current TV licence or current mortgage statement or current Tenancy Agreement

Bank statements and Salary Slips – for the last 3 months (if you are renting at present these must show the rental payments to your Landlord)

Criteria – We will need to ensure that you meet the Homelet guidelines for affordability. To assist you below is the earning rental requirements. **There should be no adverse credit history.** You should have been in continuous employment for the last six months. If self-employed please call for further details.

| Tenant's Earnings | Max Affordable Monthly Rent | Guarantor's Earnings |
|-------------------|-----------------------------|----------------------|
| £15,000 | £500 | £18,000 |
| £22,500 | £750 | £27,360 |
| £30,000 | £1,000 | £37,800 |
| £36,000 | £1,200 | £43,668 |
| £48,000 | £1,600 | £57,132 |

Please ensure that ALL referees you have provided have been advised that they will be contacted by a referencing agency and request a speedy response otherwise your application may be delayed.

LIABILITY FOR THE LANDLORDS PROPERTY

It is a condition of the tenancy that the tenant holds insurance to cover their liability for the landlord's fixtures and fittings. A policy will need to be in place by the time of signing the Tenancy Agreement.

INSURANCE

As a tenant you are responsible for insuring your own possessions. We would ask that you hold adequate insurance to cover your own possessions.

CHARGES

This acts as a holding fee and covers the cost of the tenancy agreement, references and check-in to the property and checkout. This is a non-refundable charge once references have been taken up.

| | | | |
|-----------|-----------------|-----------|-----------------|
| 1 Tenant | £270.00 inc VAT | 3 Tenants | £330.00 inc VAT |
| 2 Tenants | £300.00 inc VAT | 4 Tenants | £360.00 inc VAT |

These charges include: Credit check £30.00 (£25.00 + VAT), Tenancy Agreement £60.00 (£50.00 + VAT), Deposit Registration £30.00 (£25.00 = VAT), Administration charge £150.00 (£125.00 + VAT)

If a guarantor is needed they will be referenced at a cost of £60 (£50 plus VAT) per guarantor.

Paying by debit card is free. There is a £10 charge for payment by credit card.

ADMINISTRATION FEE

Once satisfactory references have been received you will receive a letter and invoice detailing the amount required to be paid on the day you move in. (Unfortunately credit and debit cards and cheques cannot be accepted). This amount will include a deposit.