



## **TENANCY APPLICATION**

Before the commencement of any references, Sawdye & Harris will require the following:

Identification for each prospective applicant, ideally, current utility bill/bank statement and photographic proof of ID – passport or driving licence; Copies of your last three months' bank statements; Signed declaration; **Non-Refundable** Administration Fee. This is a one-off payment, which will include the references, Tenancy Agreement, submission of the deposit in the DPS, check out report on vacation.

Our Referencing and application fees are as follows:

**£180 (£150 plus VAT)** for one applicant. **£150 (£125 plus VAT)** for two or more applicants. **£90 for one guarantor (£75 plus VAT)**, £90 for a check out report. **All fees are only acceptable in Cleared Funds, i.e. cash, direct transfer, building society cheque/bankers draft.**

A deposit equivalent to 6 weeks' rent will be required (2 months if a pet is applicable) and a month's rent will be payable in advance. All deposits for a property let through us are administered in accordance with The Deposit Protection Service.

In addition to the above fees, a **Non-Refundable** holding rent of a minimum of half a month's rent will secure the property from any further interested prospective applicants being able to book any viewings. The property will be secured for seven days.

**Should for any reason an applicant subsequently withdraws from their application, then fees are Non-Refundable, as mentioned above.** The holding rent less any administrative costs, will only be refunded in the event of the property being withdrawn by the Landlords. References are obtained on a strictly confidential basis and the applicants will not be entitled to any disclosure. References will be taken on each tenant and this generally takes between two to five working days.

The minimum term of a tenancy is six months. The rent payable is per calendar month, not weekly. Payment of the first month's rent and deposit are due in Cleared Funds prior to the moving in date and before any keys are handed over. Payment can be made either in, cash, direct transfer, building society cheque/bankers draft. Personal cheques will be at least five working days beforehand. Please note that any payments cannot be made by Debit/Credit cards. Where necessary, a Guarantor may be required for applicant(s) if insufficient information has been received. The Guarantor will be signing as security for the terms of the tenancy agreement and will also need to provide suitable references.

We have also laid out below the Governments Guide to Renting, please click the link to access:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/723773/How\\_to\\_Rent\\_Jul18.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/723773/How_to_Rent_Jul18.pdf)



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In accordance with the Immigration Act 2014 you will be asked to provide appropriate documents to demonstrate your Right to Rent in England. For further information, please refer to the following document: Right-to-Rent-Guidance. - See more at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/497242/Right to Rent Document Checks - a User Guide.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/497242/Right_to_Rent_Document_Checks_-_a_User_Guide.pdf)

We will need to see your original passport before we can progress with an application to rent a property through us. If you are unable to do this we can accept other ID but please contact us to verify what is required. We will require this from all proposed tenants. We will also need to see your last three months bank statements, either in a paper copy or in a screenshot by email before we are able to progress any tenancy.

Please note that the referencing fees are non-returnable as detailed in our Tenant's Guide once you progress with the referencing.

Please sign below to indicate that you have read and understood the Tenants Guide and the information contained within it.

Signed .....  
(Prospective Tenant(s))

Sawdye & Harris have produced this guide for matters relating to a tenancy.



## TENANTS' GUIDE

**REFERENCES** - All applicants over the age of 18 will be referenced and named on the Tenancy Agreement.

**TENANCY FEES** - When applying for a property through Sawdye & Harris Ltd, administration fees are payable. The administration fee includes references, Tenancy Agreement, submission of the deposit in the DPS, and check out report. A full breakdown of fees is attached.

**TENANCY AGREEMENT** - An Assured Shorthold Tenancy Agreement will be for the period of six to twelve months. The Tenancy Agreement will fully explain the terms and conditions that relates to specific property.

**SECURITY DEPOSIT** - A minimum of six weeks' rent will be taken as a deposit. The deposit is held against any damages or expenses arising during the tenancy and will not be released until you have vacated the property. All rent has to be paid up-to-date and an end of tenancy inspection is to be completed. The property must be in a good condition and certainly in no-worse repair than when the tenancy commenced. The deposit will be two months if a pet is accepted.

**TENANCY DEPOSIT SCHEME (DPS)** - All deposits taken for Assured Shorthold Tenancies, must be protected by a Tenancy Deposit Scheme. At Sawdye and Harris we are registered with the DPS. For more information, the website is [www.depositprotection.com](http://www.depositprotection.com)

**RENTAL PAYMENTS** - Once the first month's rent and deposit have been paid, all future rental payments will be paid via a standing order. Payments cannot be taken by debit or credit card.

**INVENTORY** - An inventory of the property will normally have been prepared. This needs to be checked and any amendments made within seven days of the tenancy commencing.

**OMBUDSMAN SCHEME** – We belong to TPOS ensuring we follow a Code of Practice for Residential Lettings, which has been approved by the OFT under the Consumer Codes Approval Scheme. The Property Ombudsman (TPO) Scheme is a free, fair and independent service for dealing with unresolved disputes between member agents and tenants and landlords of property in the UK.

**TENANTS OBLIGATIONS** - You should be aware of your responsibilities as a tenant. The property must be fully secure when unoccupied at all times. Care needs to be taken during the winter months, to prevent the freezing of pipes, water and heating systems.

**AGENTS OBLIGATIONS** - Sawdye & Harris's obligations will vary dependent on the level of service we provide for the Landlord. You will be notified of which level of service applies to your tenancy.

**PROPERTY VISIT** - All our fully managed properties will be subject to regular visits. The purpose being to check the condition of the property and that you are conducting the tenancy in accordance with the Tenancy Agreement.

**UTILITIES/COUNCIL TAX** - Once you have signed a Tenancy Agreement you are liable for all service utility charges to include gas, electric, water and the council tax. You are required to set up your own accounts and give the necessary meter readings.

**INSURANCE** - The tenant is responsible for insuring their own personal effects and furnishings. It is important that you are adequately protected and covered for any damage to the Landlords building or contents.

**CLIENTS MONEY PROTECTION (CMP)**- We hold CMP to protect and provide compensation if you are a landlord, tenant or other agency client and your agent has misappropriated your rent, deposit or other client money.

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## **HOLDING AND APPLICATION FEES**

£..... (Application fee)

£ ..... (half a month's rent to hold property subject to referencing)

Date..... Tenancy Start Date .....

From ..... (Prospective Tenant(s))

For property .....

Signed on behalf of Sawdye & Harris .....

Passport

Bank Statements

Proof of Address

## **REMAINDER OF MONEY DUE** **(Due cleared funds before the tenancy commenced)**

£..... Deposit (six weeks or two months' weeks)

And £ ..... Remainder of one month's rent in advance

Total ..... Date .....

From ..... (Tenant(s))

Signed on behalf of Sawdye and Harris.....

**Subject to contract and referencing**

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