

TENANT REQUIREMENTS

Tenant Application

Once a prospective tenant has found a property that they wish to rent, they need to complete an application.

In order to apply for a tenancy, the tenant needs to provide the following:

1. Proof of Id - this can be in either the form of a passport, driving licence or employer's photo id.
2. Proof of Address - a recent utility bill is the most acceptable form of proof of address.
3. Application Fee* - an application fee of £150.00 (inclusive of VAT) for the first Applicant and then £90 per additional Applicant.
4. A completed Application Form per Applicant.

*The Application Fee is to cover the Tenant referencing, the Agent drafting the Assured Shorthold Tenancy Agreement and checking the tenant into the property. The Application Fee is not refundable if the reference is not satisfactory or the Tenant withdraws their application at any stage.

Tenant Referencing and Guarantors

If the Tenant Reference is not satisfactory as an individual, but is acceptable with a Guarantor, then the Guarantor will need to be referenced and Deeds of Guarantees prepared and signed. There is an extra charge of £40.00 inclusive of VAT for this service. In the case of student lets, Guarantors are always required.

Holding Deposits

To secure the property a "holding" deposit, usually equivalent to 50% of the Tenancy Deposit is required. The holding deposit is refundable if the Landlord withdraws the property, but is **NOT** refundable if references are not satisfactory or the Applicant(s) withdraw prior to moving in. No further Applicants will be shown around the property once a holding deposit is received and the owner has accepted the offer.

Commencing the Tenancy

Once satisfactory references have been obtained then an Assured Shorthold Tenancy Agreement is drafted by the Agent with the commencement date agreed by the Landlord and the Applicant(s). If the contract is subsequently changed at your request then there will be a charge of £30 inclusive of VAT to cover the administration to amend the paperwork

Prior to handing over the keys to the property, the Tenancy Agreement must be signed by all the Applicants and payment of cleared funds covering the agreed deposit (usually one month's rent, although this can be more in some instances) and the first month's rent which is payable monthly in advance.

The monthly rent must be paid in full from ONE bank account by Standing Order Mandate which will be set up to leave the bank account three days before the rent due date.

On tenancies where City Lettings manage the property, the Deposit is registered and held throughout the duration of the Tenancy Agreement by City Lettings as Stakeholder and is held in a separate Client Account under rules governed by the Housing Act 2004. For more information visit www.direct.gov.uk/en/HomeAndCommunity/Privaterenting/Tenancies/DG_189120

The Tenant is responsible for all utility bills including Gas, Electricity, Water, Council Tax, TV licence and telephone, unless otherwise stated.

Payment

We accept cash, bankers draft, cheques (for the holding deposit only) & all major debit and credit cards. Please note that all credit card payments attract an additional charge of 2.25% Please note that any cheques/bankers drafts should be made payable to City Lettings (Norwich) Ltd.

Note: If you will be looking to renew your contract after the initial term please note this would incur an additional charge of £30.00 for each renewal or a one-off fee of £60.00 when the Tenancy Agreement goes periodic. This is to cover our administration costs.

Signed.....	Dated.....	Signed.....	Dated.....
Signed.....	Dated.....	Signed.....	Dated.....