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LETTINGS INFORMATION FOR PROSPECTIVE TENANTS

THE FOLLOWING INFORMATION IS SUPPLIED ON THE BASIS THAT IT WILL FORM PART OF THE LEGAL CONTRACT SHOULD A TENANCY BE ENTERED INTO.

REFERENCES

IT IS MANDATORY THAT WE TAKE UP REFERENCES ON **ALL** ADULTS WHO WISH TO RENT THROUGH OUR AGENCY. EACH APPLICANT WILL HAVE TO COMPLETE A REFERENCE APPLICATION FORM/S.

AN ADMINISTRATION FEE OF £200 WILL BE REQUIRED PER APPLICANTS. £200 PER EACH ADDITIONAL APPLICANT. SHOULD A GUARANTOR BE REQUIRED AN ADDITIONAL ADMINISTRATION FEE OF £200 IS NECESSARY. YOUR APPLICATION WILL NOT BE PROCESSED UNTIL THIS FEE HAS BEEN PAID. THIS FEE IS NON REFUNDABLE.

MOVING IN

ON RECEIVING SATISFACTORY REFERENCES WE WILL CONFIRM A DATE BETWEEN YOURSELF AND THE LANDLORD FOR THE TENANCY TO START. A LEGAL AGREEMENT WILL BE DRAWN UP AND WE WILL REQUIRE THE FOLLOWING BEFORE THE TENANCY COMMENCES:-

- ALL NAMED ADULTS TO SIGN THE TENANCY AGREEMENT.
- ONE MONTHS RENT IN ADVANCE.
- A DEPOSIT EQUIVILANT TO FIVE WEEKS RENT.

ALL MONIES **MUST** BE PAID BY **CLEARED FUNDS**, IE, CASH, BANKERS DRAFT OR BANK TRANSFERS. DRAFTS SHOULD BE MADE OUT IN FAVOUR OF 'AZTEC'

PERSONAL CHEQUES WILL ONLY BE ACCEPTED IF PAID AT LEAST TWO WEEKS IN ADVANCE OF TENANCY AGRFFMENT DATE.

INVENTORY CHECK OUT

A CHARGE OF £75 WILL BE MADE FOR PROPERTY CHECK-OUT SERVICE AT THE TERMINATION OF THE TENANCY. THIS WILL BE DEDUCTED FROM YOUR DEPOSIT AT THE END OF THE TENANCY.

RENTAL PAYMENTS

ON GOING RENTAL PAYMENTS ARE TO BE MADE BY STANDING ORDER DIRECTLY FROM YOUR BANK TO OURS. PAYMENT WILL BE DUE ON THE SAME DAY OF THE MONTH THAT YOU MOVE IN AND RENTS WILL BE DUE IN ADVANCE ON THE SAME DATE OF EACH MONTH THEREAFTER FOR THE DURATION OF THE TENANCY.

INSURANCE

IT IS THE LANDLORDS RESPONSIBILTY TO INSURE HIS BUILDINGS. AS A TENANT YOU WILL NEED TO ARRANGE COVER FOR YOUR CONTENTS AND REMEMBER THAT WHILST IN YOUR HOME **YOU** ARE LEGALLY RESPONSIBLE FOR THE LANDLORD'S FIXTURES, FITTINGS AND CONTENTS. WE ARE ABLE TO OFFER SPECIALIST POLICIES. PLEASE ASK FOR DETAILS.

DEPOSIT

UNLESS ADVISED OTHERWISE THE DEPOSIT WILL BE HELD BY THE AGENT AGAINST ANY BREAKAGE AND DILAPIDATION'S INCURRED DURING THE TENANCY. THIS DEPOSIT IS REFUNDABLE (MINUS THE CHECK OUT FEE) AT THE END OF THE TENANCY AS LONG AS THE TERMS AND CONDITIONS OF THE AGREEMENT ARE HONOURED AND PROVIDING YOU HAVE LEFT ALL ITEMS IN THE ORIGINAL PLACES AND THE PROPERTY IS LEFT IN A CLEAN SATISFACTORY CONDITION. DEPOSITS WILL BE PROTECTED ACCORDING TO CURRENT TENANCY DEPOSIT REGULATIONS.

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