

Dear Tenants,

Thank you for choosing Payne & Co to rent your new home through.

The application fee that you have placed on the property comprises of an administration charge of £150.00 and a referencing charge of £100.00 per person being referenced .We also require £250.00 deposit for the property. If your application is successful, the £250.00 deposit will be deducted from your first months rent. **These fees are non-refundable.**

Should, during the course of the referencing process, you change your mind, your reference is unacceptable, any documentation requested is not provided (ie passport, bank statements etc), your employer takes longer than a week to respond to the reference request , or you fail to move into the property on the agreed date, **the complete holding fee** is forfeit, and the property will be re-let.

Once your references have been completed and you have been accepted for the property, you **must** provide a proof of your address. You will need to pay one months rent in advance plus **six** weeks damage deposit on the day of your occupation of the property, or prior to this date.

This amount needs to be paid in cleared funds, i.e., cash, or if direct payment into our account, this must be paid 48hrs in advance of receiving the keys.. **Under no circumstances will any keys be released to you until cleared funds have been received.**

The rent for the property is to be paid by standing order on the 1st of each month, if you move into a property mid month, you will have to pay any apportionment of rent before you move into the property.

Any requirements must be noted and signed on the form provided.

All of our tenancy agreements are for a minimum period of six months. Tenancies can be renewed after this period, subject to the landlords acceptance. Rental payments are calculated on a calendar monthly basis and are payable on the 1st day of each month. (weekly rent multiplied by 52 divided by 12 = calendar monthly rent)

Please sign your agreement below.

ADDRESS OF PROPERTY TO RENT

Expected Move in Date

PAYNE & CO.

...../...../.....

TENANT