

INFORMATION FOR PROSPECTIVE TENANT

We use Rentshield Direct for referencing our potential new tenants. Below are our fees and Rentshield's advice on how to make the search process as straightforward and efficient as possible.

Please provide 2 forms of Identification per applicant. One **MUST** be proof of identity (photographic) and one **MUST** be proof of address.

- Please provide a Passport (with valid Visa if applicable) or a Birth Certificate.
- In addition please provide a **Card Driving Licence, Bank Statement or Utility Bill.**
Please note photocopies are NOT accepted as we need to see the original documents to certify your identity.

In addition please provide a Passport or Birth Certificate for each occupier.

Fees: You will initially be required to pay **£90.00 PER PERSON** for the Reference, this is non-refundable. Should the Landlord decide to no longer let the property while you are being referenced then he is obliged to refund the full reference fee to you.

You are also required to pay an Agreement Fee of £120.00 (including VAT - at the prevailing rate). Please note the Agreement Fee is Non-refundable if the Tenancy Agreement has been prepared. Once you have completed a satisfactory Rentshield search a draft copy of the Tenancy Agreement will be sent to you.

Following a satisfactory Rentshield search you will be required to pay a Deposit equal to one and a half month's rent (unless otherwise agreed). The deposit and first month's rent must be paid in cash on the day of occupancy. A bank transfer will be accepted, however the funds must be cleared in our account before the day of occupancy. The deposit will be held in accordance with the Tenancy Deposit Protection regulations and will be returned to the Tenants/Relevant Person at the end of a satisfactory tenancy check out (further details upon request).

If letting a furnished property costs may be incurred for the preparation of the inventory. Further information is available from the Agent.

Steve Gooch Estate Agent will hold your personal details for the purpose of processing any application to potentially let through ourselves; and to maintain any subsequent tenancy. During processing of your application; your personal details may be disclosed to a Landlord.

If you require any further assistance please do not hesitate to contact us.