

## Welcome To Bluewood Letting - New Tenants Information Sheet

Please look through our list of available properties. If there are any that you would like to view please speak to a member of staff who will be happy to book you a viewing. If you register your requirements we will be able to identify the properties most suitable for your needs and keep you updated when new properties become available.

### Viewings

Viewings are available between 9:30 and 7:00 Monday to Friday. 9:30 to 2:00 on Saturday. Sunday viewings are available by prior appointment. We can either meet you at the property or meet at the office and we can take you to the viewing (maximum of four passengers in the car). If the viewing is made in advance you must telephone to confirm on the day of the appointment.

### Application

Once you have found a property that you wish to apply for you will need to pay an application fee of £250.00 this covers up to two people. Above this there is a charge of £125.00 for each additional tenant. The application fee is non refundable. You will then need to complete our application form. This must be returned with

- Photographic ID (Passport, National Identity card or driving licence)
- Your last three months bank statements and
- Your last three months wage slips

If you are working we will write to your employer to verify your position and salary. If you are a student you will need to provide proof of student status, such as a confirmation letter from the university. All applicants will be checked to ensure that they have no adverse credit.

Depending on your circumstances we may require a guarantor. This is someone who will sign to say that they will pay the rent if you are unable to do so. This person must be resident in the UK, have a full time job and be on the electoral roll. We will charge £75.00 if you require a guarantor to cover the extra referencing. Should your guarantor fail this check the fee is non refundable.

### Moving In

Once all the relevant references have been received you will be invited to the office to sign the tenancy agreement. You will need to pay

- One months rent in advance
- One months rent as a security deposit
- A tenancy arrangement charge of £150.00

This must be paid in cash or by direct transfer into our bank account. If you choose to make a transfer the money must be cleared in our account before we can release the keys. This means that you will need to make the transfer four working days before the move in.

Your initial contract term can be for either six or twelve months after this term if you wish to extend the contract a charge of £50.00 will be made to renew the lease. When leaving the property there will be a charge of £60.00 to cover the exit inspection.

If the property is one of our managed properties all rent must be paid by standing order directly into our bank account. The standing order must be set up to leave your bank account four days before your rent due date. This is to allow time for the money to transfer between your bank and ours. Your deposit will be registered with The Dispute Service Ltd, full details will be provided when you move in. If the property is not managed by us the landlord will inform you of how to pay the rent each month and arrangements made for protecting your deposit.

Unless otherwise stated the rent will not include charges for gas, electricity, water or Council Tax. All bills will be transferred into your name and you will be billed directly by the supplier.