

BEFORE YOU MAKE AN APPOINTMENT TO VIEW PLEASE READ THE FOLLOWING

Application Fee	If you decide to apply for a tenancy there will be an administration fee of £85.00 (plus VAT) (Per Applicant) . Credit & Reference checks will then be carried out via HomeLet, a national credit & reference agency.
Refund	There will be no refund if: a. you withdraw or, b. you fail the credit check . If the Landlord is unwilling to proceed with the letting there will be a full refund.
Credit & Reference Checks	Prior to these being undertaken all applicants will be required to provide the following: Bank Statements & Wage Slips (<i>last two months</i>) Confirmation of employment Proof of present residence (Utility bill etc) Previous Landlord Reference/Details (<i>if applicable</i>) (If self employed, we will need your accountants details and you must be able to show three years trading figures).
Identification	Proof of identity will be required. This would normally be on the production of a Passport or a Driving License with photocard.
The Rent	All rents are payable by Standing Order in advance, and are due on the first of each calendar month. You may be asked to pay an adjusted amount of rent initially to bring the rent due date to the first of each month. <i>It is also possible to pay the full rental in advance.</i>
Security Deposit	A Security Deposit will be required, to be held against possible damage, dilapidations, or any other outstanding monies. This is returnable, less any such deductions and without interest, after the end of the tenancy. (See Tenants Deposit Protection Scheme (TDPS) for further information)
Initial Payment	Payment must be made by either Bankers Draft, cheque or cash – all personal cheques must clear prior to commencement of tenancy.
Type of Tenancy	This will normally be an Assured Shorthold Tenancy (AST) Agreement for a minimum term of six months.
Commencement of Tenancy	If the property is vacant the tenancy should normally start no later than ten days from the date the application is <i>accepted</i> . Keys will only be released when satisfactory references have been obtained, we have our client's final consent, all legal documentation has been signed and all monies have been paid and cleared.
and Finally...	We try to ensure that our property details are accurate and reliable, but they should not be relied upon as statements or representations of fact and they do not constitute any part of an offer of contract. If a property is withdrawn at any time, Central Property Lettings regret that we cannot accept liability for any costs or inconvenience suffered by the applicants, however, we do look at every case individually.

Tenant's Quick Guide to Referencing Criteria

Each applicant must:

- Have been in continuous full-time employment for at least 6 months
- Earn a salary, which equates to at least **2.5 times** the rent
- Have good references from their previous Landlord or Managing Agent (if applicable)
- Have a good credit history

You will require a Guarantor or may be asked for additional rent/bond if:

- You have not been in continuous full-time employment for at least 6 months
- You have had a break in employment exceeding 2 weeks during the past 6 months
- You earn less than **3.5 times** the rent
- You are unemployed and in receipt of housing benefit
- You are a student
- You are a foreign national or expatriate not in a recognised professional post

You will be declined outright if:

- There is an adverse credit history that has not been declared or does not meet our criteria (we can sometimes accept a small CCJ/CD provided that it has been declared)
- You earn less than **1.5 times** the rent
- We receive adverse references from your employer and/or previous landlord (if applicable)

IMPORTANT

Please note the above is only a ***basic*** guide to our referencing criteria. For further clarification please call our office.

Tenants Deposit Protection Scheme (TDPS)

Introduction. The TDPS has been introduced to ensure good practice in deposit handling, so that when a tenant pays a deposit, and is entitled to get it back, they can be assured that this will happen and to assist with the resolution of disputes by having an Alternative Dispute Resolution service (ADR). It will also encourage tenants and landlords to have in place, from the outset, clear agreement on the condition of the property through best practice, such as the use of inventories, and agreement on the condition of the property.

Your Security Deposit will be lodged within 14 days of receipt with The Deposit Protection Service (The DPS) of which **Central Property Lettings** is a registered member. Your Deposit ID number will be issued on acceptance of tenancy and receipt of your Security Deposit.

Scheme Administrator:

The Deposit Protection Service

The Pavilions Bridgwater Road Bristol BS99 6AA.

Tel: 0870 7071 707

Repayment: The completion of a Joint Repayment Form initiated by either the Landlord or the Tenant will commence the repayment procedures. Agreed repayments are when all Parties agree on who should receive the Deposit at end of the Tenancy. No disputed amount exists. (See Disputes below).

Repayment of all or part of the Deposit will be made either via direct BACS transfer to the Landlord's and/or Tenant(s)' accounts, sterling cheque or a combination of the two methods in accordance with the Joint Repayment Form.

All payments will be released within 10 calendar days of processing a Joint Repayment Form. Interest will be paid for the period commencing 10 calendar days following receipt of the Deposit up to close of business the day before the repayment is successfully processed.

Disputes: Disputed repayments are when the Parties cannot agree on the repayment of the Deposit at the end of the Tenancy. A disputed amount can be all or some of the Deposit.

In the event that all or part of the Deposit due for return can not be agreed a Party may initiate the ADR Procedure in accordance with the ADR Rules within 20 Business Days of the end of the Tenancy.

Further Details: Should you require any further information the Terms & Conditions and ADR Rules governing the protection of the deposit including the repayment process can be found at:

www.depositprotection.com.