

# INFORMATION SHEET

## Please read this information sheet carefully as it explains our procedures & all charges payable

**Balfours LLP** have been instructed to let the property you are interested in and any queries you have should be forwarded directly to us. For your information, prior to entering into any financial commitment, the property has a valid Energy Performance Certificate which is available upon request. Direct contact with the landlord is not advisable as this can lead to a confusion of responsibilities.

**Step 1**      **REFERENCES:** Attached is an application form which must be completed by every adult who will be residing in the property. For the avoidance of doubt an adult is seen to be anyone aged 18 or over. Each applicant will need to complete a separate form, in full and return to us. You may not be the only person applying for this property and it is therefore important that you return your forms to us as soon as possible.

If the landlord/agent on behalf of the landlord chooses to proceed with your application through the referencing stages then we will contact you to take the application fee of £200.00. If the forms are not completed fully, your application will be delayed indefinitely. The application fee will include all referencing and administration costs and will secure the property for you whilst references are being taken. We utilise a one-stop credit referencing agency who can provide full reference reports usually within 1 to 2 days of receiving the application, thereby ensuring quick possession of a property where possible. Your application fee will not be refunded should your references fail or should you withdraw your interest. All tenancies are subject to references and contract.

**Step 2**      **TENANCY:** Once we have received a successful Reference Report, we will arrange a mutually convenient date for you to move into the property and we will prepare the Tenancy Agreement. Should you not be able to confirm this date immediately due to personal circumstances, such as exchange of contracts on a pending house sale, then you will be asked to pay a holding fee equivalent to one month's rent. This will hold the property for one month and providing you move within that month, this will then be utilised as the first month's rent. If you do not move within the month, you will lose your holding fee and if you wish to continue to hold the property further, you will be required to pay a further holding fee, again equivalent to one month's rent.

The tenancy will be an Assured Shorthold Tenancy Agreement (unless otherwise notified) under Part 1 of the Housing Act 1988 and will be for a term of generally six or twelve months, depending on the property – please request confirmation of this at submission of your application form. Once this minimum term expires, the tenancy may become 'periodic' which means that the terms of the original agreement still stand and there is no need for a new document unless any of the details have changed (you must notify us immediately of any changes, you will be charged £150.00 administration charge if new legal documents are necessary). Your Tenancy Agreement is a legal document and you should be certain that you understand its contents before agreeing to be legally bound. Please ask for details of anything you do not fully understand and/or take independent advice from such places as the Citizen's Advice Bureau.

**Step 3**      **MONIES REQUIRED:** As explained above

- a) application fee of **£200.00** is payable upon submission of your application form if you are successful
- b) one month's rent in advance
- c) an amount equal to two month's rent as a Surety Deposit (unless otherwise notified)

**Payments\***      These can be made by debit card, cash, bank transfer or cheque payable to "Balfours LLP" – please note our company clearance factors are as follows:

<u>Method of Payment</u>	<u>Company Clearance Time</u>
Cash/Bankers Draft	Immediate
Debit Card	5 working days
Bank Transfer	5 working days
Personal/Business Cheque	10 working days

PLEASE NOTE - We are unable to accept payment by Credit Card.

All fees must be paid to our office on signing the Agreements. Occupation of a property will not be allowed unless we hold cleared funds

**Step 4**      **RENT:** Unless otherwise notified, your rent is payable in advance each month, without any deductions, for the full period of the tenancy. Any late payments or charges for unpaid cheques/returned standing orders will be charged for. We will forward a standing order form for you to sign nearer to the date when you will move in.

**Step 5**      **SERVICES:** Your property may be subject to a Service Charge to cover such things as a private water supply or sewerage charges, please check with us before you return this form.

**Step 6**      **SURETY DEPOSIT:** Unless otherwise confirmed, your Surety Deposit will be the equivalent of two month's rent and will be held by us in a separate Client's Account under the Tenancy Deposit Scheme, against unreasonable wear and tear and any terms mentioned in your agreement i.e. unpaid rent etc. Providing the property is vacated in a satisfactory condition, the deposit will be returned to you as soon as possible. PLEASE NOTE interest will not be payable on any monies retained or returned by us on your behalf. Your Next of Kin address provided on this form will be used as your forwarding address unless you provide us with an alternative.

**Insurance**      We will provide you with information regarding Tenant's Liability Insurance for which you will be responsible. If you are arranging or already have your own policy, we will need to see a copy of a valid cover note prior to occupation of the property.

We hope that this information sheet has been of help to you however if we can be of any further assistance please do not hesitate to contact us.