



Bentleys Estate and Letting Agents Ltd  
Residential and Commercial Sales and Lettings  
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## **Terms, Procedures and Declaration**

### **Application-Procedure**

If you wish to apply for a property to rent the following procedures must be adhered to

Bentleys Estate and Letting Agents Ltd charge the following fees for administration and references:

Single Applicant £118.80

Two Applicants £180.00

Any further applicants that wish to be added to the tenancy will be at a cost of £90.00

A tenancy will be offered to you subject to contract once

- a) A fully completed application is submitted with the relevant fees
- b) A satisfactory credit report has been carried out
- c) Satisfactory references have been returned
- d) The landlord agrees to the tenancy

If a prospective tenant withdraws their application after we have commenced with processing or should a landlord reject the application due to adverse references, the fee will be forfeited to cover cost incurred and administration. If a landlord withdraws a property or rejects the application prior to seeking references then a refund will be given.

If you are not in a position to sign up for the property you have applied for in the same week that the references come back and the landlord accepts your application a £200.00 non-refundable deposit will be required. This will be deducted from the balance owed on the day of signing up for the property. Before moving into a property payment of the first month's rent and deposit will be required.

Please do not expect any items in a property when viewed to be left in upon occupation. These maybe landlord's personal items or items a previous tenant has yet to remove. If you are unsure to what may or may not be left please seek clarification before submitting your application.

In certain circumstances a guarantor may be required for acceptance of your application. If you are unsure as to whether you will need one please make enquiries before submitting your application. If a guarantor is required then certain references will need to be taken out on the agreed guarantor. A guarantor fee will need to be paid of £90.00.

The tenancy you are applying will be a fixed term. At the end of the contract, if both parties agree to extend, then a fee of £60.00 will be applicable to the tenant/s. This is irrespective of the length of the extension or type of agreement.

Applications that are made by two or more parties will be asked to name a primary applicant, the primary applicant will then become our first point of contact for all matters relating to the property or tenancy. We will also reserve the right to repay the whole deposit to the designated primary applicant at the end of the tenancy.

**Declaration**

I/We confirm that the information provided by me/us is to the best of my/our knowledge true. I/we consent to this information being verified by contacting the third parties detailed in this form. I/We understand that the results of the findings will be forwarded to the landlord and may be assessed again at any time in the future. I/We agree that Bentleys Estate and Letting Agents Ltd or their approved agent may carry out all necessary searches whether financial or otherwise. I/We understand that I/We may request the name and address of the credit reference agency that carried out the searches and may apply to them for a copy of the information provided.

I/We understand that in the event of any default by me/us in respect of the covenants in my tenancy agreement with my landlord, the information therein may be disclosed to one or more tracing companies and/or debt collection agencies in order to recover monies due or to trace my/our whereabouts. The enclosed information may also be passed onto Councils, utility companies and the like.

I/We understand that the personal information within this form may be released to companies associated with Bentleys Estate and Letting Agents Ltd for the purpose of providing related services eg financial service, insurance, utilities etc.

To opt out please sign here

Applicant 1 .....

Applicant 2 .....

The information provided in this form by me is information as prescribed in Ground 17 of the Housing Act 1996 and I/We understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I/We also understand that default in the payment of rent will affect any future applications for tenancies, credit or insurance.

Signed Applicant 1 .....

Print Applicant 1 .....

Date Applicant 1 .....

Signed Applicant 2 .....

Print Applicant 2 .....

Date Applicant 2 .....