

Tenancy Fee Declaration Form

<u>Administration Fee (First applicant)</u> <i>Administration fee covers all move in cost for a tenant including referencing and the contract.</i>	£325 + VAT	
<u>Additional applicant fee (per person):</u> <i>Additional applicant over the age of 18 who also is named on the tenancy agreement.</i>	£175 + VAT	
<u>Guarantor fee:</u> <i>Should you require a guarantor due to out of criteria referencing.</i>	£100 + VAT	
<u>Permitted occupier (per person):</u> <i>Required for a licence to occupy, not on the tenancy agreement. Eg Nanny/carer.</i>	£150 + VAT	
<u>Pet clause:</u> <i>Needed for any tenancy where a pet would be in residence.</i>	£50 + VAT	
<u>Extension fee:</u> <i>To extend the tenancy agreement after the initial period.</i>	£80 + VAT	
<u>Checkout & Reference fee:</u> <i>To vacate the property at the end of a tenancy, and to release a landlord reference to your new agent / landlord. Please note a reference will not be released until the last month's rent has been paid, and this fee is paid.</i>	£100 + VAT	
<u>Lock out fee:</u> <i>Should you require a member of staff to attend the property with a spare key at any time.</i>	£50 + VAT	
<u>Total to be paid</u>		£

Data Protection

You hereby consent for Archbold & Edwards to use the following communication details:

Telephone Email Post Social Media Text Message

I confirm that I accept that the above may be charged as appropriate during my tenancy, and I agree to the terms and conditions on the reverse of this document.

PLEASE NOTE THAT CREDIT OR DEBIT CARD PAYEMENT WILL BE CHARGED 1% OF THE OVERALL TRANSACTION COST.

Rent per calendar month:	£	
Deposit	£	
Date	/	/
Property Address:		
Tenant Name(s)		
Tenant Signature(s)		
Agent Name		
Agent Signature		

TERMS AND CONDITIONS

1. Applications are outsourced and assessed independently by a Credit Referencing Company who will carry out credit searches on you. The agencies will record details of the search whether your application is successful or not. The referencing company may use credit-scoring methods to access your application and to verify your identity. This may leave a “footprint” on your credit file.
2. A credit reference result usually takes up to 10 working days, and a tenancy can't commence until a satisfactory reference can be obtained. Should the application not be successful, with the landlord's approval you may be able to appoint a guarantor. Should this be the case then a guarantor fee will apply per guarantor you require.
3. All fees are non-refundable, however, should the reference pass and the landlord should decline to proceed a full refund will be made.
4. Due to the confidential information required, we are unfortunately unable to provide you with an explanation, should we not be able to provide you with the tenancy you require.
5. The rent payable is per calendar month, and is to be paid via standing order.
6. In the case of joint tenancies only one standing order payment can be made.
7. All rent payments via debit or credit card after the first month will incur a 1% charge of the rental amount, our bank details can be provided for a BACS transfer which is free of charge.
8. On completion of satisfactory references, a time will be agreed for you to attend the office to sign the tenancy agreement and make the payment for the first month's rent and deposit. This will need to be paid by banker's draft, card payment or BACS transfer.
9. All negotiations are “subject to contract” and the tenancy start date cannot be relied upon until satisfactory references are obtained, and the landlord has given full permission for the tenancy to start and the tenancy agreement has been signed.
10. A draft copy of the tenancy agreement is available upon request. We advise you read this thoroughly before signing.
11. Each applicant for the property must sign a separate application form.
12. PLEASE NOTE THAT CREDIT OR DEBIT CARD PAYMENT WILL BE CHARGED 1% OF THE OVERALL TRANSACTION COST.