

IMPORTANT INFORMATION FOR TENANTS

Viewings and Making an Offer

You will be accompanied to properties by a member of W&S. Once you have identified a property you must make a formal offer. This offer will be forwarded to the Landlord for approval. We will negotiate any special terms of that offer between the parties. All offers are subject to contract and references which means that you have no guarantee of a tenancy until you pass the referencing, the tenancy agreement is signed dated and exchanged between the parties and all monies are paid in cleared funds. Either party can withdraw at any time, although if you have paid a holding deposit you may forfeit up to the whole of that sum as compensation to either us or the prospective landlord. Once your offer has been accepted we will write to you confirming the terms of the offer. We will also need proof of address and proof of ID for all applicants over 18. Overseas applicants will need to provide additional documents to show they have the "right to rent" in the UK.

Fees

Holding deposit: A non refundable holding deposit of **£250** (on properties less than £2500 per month) and **£500** (on properties more than £2500 per month) will be taken once the landlord has accepted your offer. The holding deposit will be deducted from your initial invoice before you move in.

Referencing: £70 inc vat for each applicant including immigration and visa confirmation

Guarantor Fee: £70 inc vat for referencing and preparation of Deed of Guarantee

Tenancy Agreement: £150 inc vat for an Assured Shorthold Tenancy (AST) or **£234 inc vat** for a company/relocation let.

Inventory check- in for unfurnished properties: charges are based on the size of the property:

- 1 bed/studio **£138 inc vat**
- 2 bed **£150 inc vat**
- 3 bed **£180 inc vat**
- 4 bed **£216 inc vat**
- 5 bed **£246 inc vat**
- 6 bed **by quotation**

If the property is **furnished** please ask for a **quotation**.

Rent: This is usually paid monthly, in advance, by Bankers Standing Order.

Deposit: A deposit equivalent to **one and a half month's** rent is held during the tenancy against damage and dilapidation. All Tenants' deposits are held by us as independent Stakeholders. It is normal practice to obtain agreement from both parties regarding the cost of the damage (if any) before apportionment of the deposit is made. However, should the Landlord and Tenant be unable to reach agreement, we will implement the standard procedures as set out by The Dispute Service under the Tenancy Deposit Scheme, whereby the matter will be referred to an Independent Case Examiner. Full information on The Tenancy Deposit Scheme is available upon request. Interest is not paid on monies retained for either tax purposes or deposits held against dilapidations.

Renewal of tenancy: beyond initial term **£60 inc vat**.

Provision of third party reference: **£42 inc vat**.