

Due to a fast moving lettings market the first party to pay the holding deposit will be considered as the potential tenant, subject to credit check and terms and conditions; despite any verbal undertakings that may have occurred during previous viewings.

PAYMENT REQUIRED TO SECURE A PROPERTY:

Holding Deposit: Equivalent to one weeks rent (payable immediately to secure property)
 Payment can only be made by cash, bankers draft, debit card or credit card

Please note that should you change your mind for any reason your holding deposit is non refundable.

Your holding deposit will secure the property for **14 days** from the date of payment. Should you fail to take up the tenancy within the 14 day period your deposit will automatically be forwarded to the landlord in lieu of rent.

Please also note that where applicable – once you have provided debit/credit card details either over the phone or in person – you agree that Griffin Estates will immediately debit your account.

PAYMENT REQUIRED ON DATE OF MOVE IN:

Deposit **Deposit is equivalent to 5 weeks in total**
Rent First months rent will be payable on signing tenancy agreement. All future rent payment should be made in advance by standing order, in the case of joint tenancies only one standing order can be accepted.

DOCUMENTATION REQUIRED: - Please complete and return this form together with your documentation.

DUE TO NEW LEGISLATION IN RESPECT OF RIGHT TO RENT IN THE UK ALL PROSPECTIVE TENANTS WILL HAVE TO PROVIDE DOCUMENTATION ESTABLISHING THEIR RIGHT TO RENT IN THE UK PRIOR TO GRANTING ANY TENANCY. ALSO, ANY TENANCIES WHICH ARE GRANTED ON A TIME LIMITED BASIS, BEFORE ANY RENEWALS ARE GRANTED RIGHT TO RENT WILL AGAIN HAVE TO BE ESTABLISHED. PLEASE SEE WEBSITE WWW.GOV.UK

Photo ID: 1 of Passport or N.I.C of NEEA for example or combination of 2 various other documents
Proof of Residence: Utility bill, driving licence or mobile phone bill, addressed to you at your current address and no more than three months old.

Employers Reference: Stating annual salary, start date and position held on company letter head
(Not essential) referencing takes 5 workings days to complete.
PLEASE DO NOT SEND ORIGINAL DOCUMENTS THROUGH THE POST

Applicants annual salary must be at least 30 x the per calendar month rent. Should you have any adverse credit history or county court judgments, you must disclose this and provide as much information as possible.

GUARANTORS: Guarantors may be required in certain situations. Guarantors annual salary must be at least 36 x the per calendar month rent. All guarantors are signing legal documents and must be aware of their liability to cover the rent and security deposit should tenants default on payment or if the property is damaged by the tenants.

TIMESCALES: Griffin Estates use a third party referencing company and cannot be responsible for timescales for processing of references. A minimum of seven working days will be the time required before move-in (subject to satisfactorily received references and property availability). Please bear this time frame in mind when arranging your appointment.

MOVE IN: When your application has been accepted by the referencing company we will contact you to arrange an appointment at our offices to sign the agreements and collect keys. Possession of the property will be granted on the date of commencement of the agreement, providing all of the tenants and any guarantors have signed the agreement and all outstanding monies are paid.

REFUSAL: Should your application be refused by the referencing company, your holding deposit will be refunded by the same method of original payment, providing any adverse credit history has been clearly declared on the application form – **failure to do so will result in the full holding deposit being forfeited. If your right to rent documents are not accepted as correct by the home office and you are unable to move in your holding deposit will be forfeited.**

RESTRICTIONS: Please note that all our properties are non smoking and pets are not permitted unless prior written permission is obtained from the landlord. Some properties may have certain restrictions allocated by the landlord relating to sharers. All applicants must be over the age of 18.

You must have lived in the UK for a minimum of 6 months and be able to prove 3 years of addresses, you must be able to prove earnings of 30 times the monthly rent a year and have no adverse credit.

Some of our apartments are staged for viewing purposes; these decorative items will be removed when a deposit is taken on the property. If you wish to purchase them you can arrange to purchase them directly with the office

PLEASE BE ADVISED THAT THE ABOVE TERMS ARE NON NEGOTIABLE AND FORM A LEGAL CONTRACT ONCE THE APPLICATION FORM IS SIGNED.

Print Name **Sign.....** **Date.....**

Amount Taken:..... **Viewer.....**

The holding deposit period may be extended beyond 14 days if referencing is taking longer or if the tenant or landlord require the move in date to be longer to the limit of 28 days, if agreed by both Griffin Estates and the prospective tenant. By signing above you are indicating your agreement of this and that you understand all terms on this document.

We are members of NALS, TDS, SAFE AGENT AND THE PROPERTY OMBUDSMAN SCHEME.