



City Group Liverpool
Walton Vale
Liverpool
L9 4RN
Tel: 0151 523 6203
Fax: 0151 949 0432
www.citysalesliverpool.com
Email: enquiries@citysalesliverpool.com



TENANCY APPLICATION KNOW HOW?

VIEWINGS - can be arranged by contacting our Seaforth or Aintree offices.

1. REFERENCING - each tenant is required to complete a tenancy application form. The cost is £100 each applicant. This charge is non-refundable but it does secure the property for you until all checks are completed satisfactorily.

Once you have completed the credit check and have passed the tenant is required to pay the first months rent within five working days of approval.

Per property applicants have to pay £100.00 administration fee.

Per property applicants have to pay a £40 check out fee.

2. DEPOSIT – normally equal to the first months rent but can at times be higher. Ask the Associate Partner for the requirements of the property. Once you have completed the credit check and have passed the tenant is required to pay the first months deposit within five working days of approval.

3. GUARANTOR ROUTE - each GUARANTOR is required to complete a tenancy application form. The cost is £100 each applicant. This charge is non-refundable but it does secure the property for you until all checks are completed satisfactorily. The guarantor must provide evidence of home ownership by providing a least 1 copy of a mortgage statement (<3 months old) or confirmation of home ownership from Land Registry and willing to guarantee your tenancy for the full term.

4. Bond Scheme - Used by tenants who are not working and are in receipt of benefits. The Local Authority insures the tenant usually for the first twelve months and the tenants rent and any damage to the property is covered by their insurance or guarantee to pay.

PHOTO ID – all tenants and guarantors must provide copies of photo id (driving licence or passport) prior to the commencement of the tenancy.

TENANCY - Assured Short Hold Tenancy for a minimum of 6 months.

RENT - is due in advance and collected by Standing Order on a monthly basis.

ADVANCE PAYMENT - referencing, rent and deposits (if any) must be paid prior to the commencement of the tenancy via cash or bankers draft. Please make cheques payable to "Citylets (Liverpool) Limited". Cheques have to be fully cleared before the tenancy can commence.

Bank Details

Please contact us for details

5. Specimen "Draft Lease" can be down loaded for your inspection prior to taking your tenancy. Please see www.citygroupliverpool.com/tenants. Alternatively you can collect a printed Draft Lease from our offices.

6. All tenancy agreement will be signed at our offices 19 Warbreck Moor Walton Vale, L9 4RN at an agreed date and time. Upon arrival your tenancy agreement, guarantor agreement if applicable will be prepared with the inventory which is a statement of condition of the property and its fixtures & fittings. Once all parties to the tenancy agreement have signed the keys will be passed over with a copy of the inventory. The inventory should be checked for its correctness and any alterations can be made in writing on the document but it must be returned and signed within seven days of the original signed document or any amendments will not be verified and agreed.

