



Recent Legislation

Due to the changes in the law regarding tenancy deposits, we can now offer the following options for tenants, subject to the landlords approval;

Normal Referencing

- i. Each tenant is required to complete a tenancy application form
- ii. Referencing cost are £90 for the first applicant (lead applicant) and then £70 for each subsequent applicant (secondary applicants) and this charge is non-refundable but it does secure the property for you until all checks have passed satisfactorily.
- iii. Once checks are passed the tenant(s) are required to pay a check out fee of £40 and the first month's rent and deposit (as agreed) within five working days of approval (*£200 of which will act as a non-refundable holding deposit*).
- iv. Deposits are transferred into a third party government backed scheme until the end of tenancy. There is an additional administration fee of £90 to transfer the deposit to and from the scheme but this charge can be deducted from your deposit subject to landlord's approval.

Pay No Deposit but Provide A Guarantor

- v.
- vi. Each tenant and acting guarantor is required to complete a tenancy application form
- vii. Referencing costs are £295 fixed and include checks for all applicants, guarantors and employers. This charge is non-refundable but does secure the property for you until all checks have passed satisfactorily. There is also a £40 check out fee payable before move in.
- viii. Guarantors must provide evidence of home ownership by providing at least one copy of an up-to-date mortgage statement (dated within three months) or confirmation from the Land Registry that the property is owned outright and willing to guarantee your rent for the full term of your tenancy.
- ix. Once checks on both the tenant(s) and guarantor(s) are passed the tenant(s) are required to pay the first month's rent.

Important Notes

1. Photocopy of ID is required by all tenants and guarantors prior to the commencement of the tenancy (driving license, passport etc)
2. Rent is due in advance and collected by Standing Order on a monthly basis
3. The tenancy agreement is an Assured Short Hold Tenancy for a minimum of 6 months
4. Referencing fees, 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. Payments made by debit or credit card must also be fully cleared before the tenancy can commence.
5. Bank Details: SORT CODE: 01-30-99, ACCOUNT NUMBER: 63567601, ACCOUNT NAME: Citylets (Liverpool) Limited.

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