



## **TENANCY APPLICATION KNOW HOW?**

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

**NEW LEGISLATION** - due to the changes in the law regarding tenancy deposits, we can offer the following options for tenants, subject to the Landlords approval:-

**1, NORMAL REFERENCING** - each tenant is required to complete a tenancy application form. The cost is £90 for the first applicant and then £70 for each subsequent applicant. This charge is non-refundable but it does secure the property for you until all checks are passed satisfactorily. Once passed, the tenant is required to pay the first months rent and 1 months deposit within five working days of approval (A none refundable holding deposit of £200 will need to be paid) The deposit will be transferred into a third party government backed scheme until the end of the tenancy. There is an additional administration cost of £90 to transfer the deposit to and from the scheme but this charge can be deducted from your deposit.

**2, PAY NO DEPOSIT BUT GUARANTOR COMPULSORY** - each tenant is required to complete a tenancy application form. The cost is £295 fixed for all applicants including guarantor and employers.

This charge is non-refundable but it does secure the property for you until all checks are passed satisfactorily.

The guarantor must provide evidence of home ownership by providing a least 1 copy of a mortgage statement (3 months old) or confirmation from land registry office and willing to guarantee your tenancy for the full term. Once passed, the tenant is required to pay the first months rent on the day of move in.

**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 Natwest, Bolton. Acc no. 63567601. Sort: 01 30 99, Acc Name: Citylets (Liverpool) Limited.

	web: <a href="http://www.cityletsliverpool.com">http://www.cityletsliverpool.com</a> tel: 0151 928 0382 email: <a href="mailto:enquiries@cityletsliverpool.com">mailto:enquiries@cityletsliverpool.com</a> fax: 0151 949 0432 head office: 9 Sandy Road, Seaforth, Liverpool, L21 3TN Company No: 5058. Aintree branch: 19 Warbreck Moor, Aintree, Liverpool, L9 4RN Jan 2011
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