



## .....I want to rent a property, what do I need to do now?

To reserve a property an applicant must apply for the property, by completing the necessary application form and paying an application fee. **We are not able to reserve a property until an applicant has paid the application fee and returned the completed application form(s).**

### Application forms, fees and referencing-

#### Standard:

Applicant(s) are employed and/or has a full time income/salary equal to at least 2.5x the monthly rental. Every occupant over the age of 18 must complete an application form. The application fee required is £186.00 for a single adult + £42.00 for each additional adult.

#### Self employed:

- Applicant has 2 years of accounts that can be confirmed by an accountant. The application fee required is £186.00 for a single adult.
- If 2 years of accounts cannot be provided, then a rent guarantee is required. The application fee required is £270.00 per person. If a rent guarantee is required this will need to be renewed annually at the tenants cost

#### Company:

The rent is going to be paid by the occupier's employer or any other company on his/her behalf. The company application form must be completed by a representative for the company. The application fee required is £210.00

#### International:

Applicant has been in the country for less than 6 months. The application fee required is £204.00 for a 6 month agreement or £240.00 for a 12 month agreement. A guarantee renewal will be at the tenants cost.

#### Guarantor:

Required if the applicant has any adverse credit history or if the applicants total income is not more than 2.5x the monthly rent. A guarantor must have a good credit history with no CCJ's or Bankruptcy and must be earning at least three times the monthly rental amount. An extra fee of £42.00 is required for the guarantor referencing.

Once an applicant has paid the application fee and returned the completed application form(s) the property will be held for them whilst the referencing is being completed. You should allow a minimum of 7 working days from when you apply to when you wish to move into the property (however this can vary depending on the property availability and the referencing).

Application fees are non refundable. All fees stated above include VAT.

### Rent, Deposit & Insurance

Once the referencing has been completed a tenancy start date will be agreed. Before a successful applicant moves into a property a deposit equal to the value of 1.5 X the rent must be paid.

Rent must also be paid in advance prior to the commencement of the tenancy agreement. Rental is always due on the 1<sup>st</sup> each month, so if you commence the tenancy from any other date, a pro rata amount will be calculated from the tenancy start date to the end of that month. A full months rent will then be due on the 1<sup>st</sup> of the next month.

Tenants are required to take out Contents insurance cover to include accidental damage to the Landlords property prior to the start of the Tenancy and a copy of the certificate will be required when keys are handed over.

Please contact In House Swindon for more information.