

HOW DO I GET THE PROPERTY?

1. **RESERVATION** - Pay the Holding Deposit as set out below. **We will reserve the property for you for up to 15 days. You must pay the Security deposit and complete all necessary forms within the reservation period.** After 15 days if the tenancy agreement has not been completed you may be offered an extension or informed that you have failed the referencing process.
2. **APPLICATION FORMS** – You will receive an email from one of our reference companies, Goodlord or Rightmove. Please click on the link and follow the instructions. You will be asked to fill out your details on a secure online system. Please ensure you provide current employer and Landlord / Agent details to avoid delay. If we have requested a guarantor they will also be asked to complete their details online. Referencing can take between 3-5 working days. Please do not pay any money to Goodlord or Rightmove but only to us directly, see bank details below.
3. **TENANCY AGREEMENT** – Once referencing has been completed and approved, you will receive the tenancy agreement which will be sent to you via email for you to sign.
****If multiple parties reserve the property on the same day, we will approach the landlord and he or she will decide on who to proceed with. In this instance if you have paid funds and were not chosen you will be refunded..***

HOW MUCH IS THE HOLDING DEPOSIT?

| Holding Deposit | NB ALL FEES ARE INC VAT |
|------------------------------------|--|
| <p>£TBC (Check the Advert)</p> | <p>The Holding Deposit is equal to one weeks rent. If you provide false or misleading information at any point during the application process which leads to you failing our referencing process the Holding Deposit will not be refunded. If you decide to withdraw from applying to rent the property, the Holding Deposit will not be refunded. On successful completion of referencing your Holding Deposit will be transferred to form part of your Security Deposit.</p> |

HOW DO I PAY?

| Internet Banking | |
|---|---|
| <p style="text-align: center;">IMPORTANT</p> <p>Add a reference to your payment including part of your name and part of the property address</p> | <p style="text-align: center;">Clarkes Estate Agents</p> <p style="text-align: center;">Acc No. 26915383</p> <p style="text-align: center;">Sort Code: 50-00-00</p> |

Tenant protection

Clarkes Properties Limited trading as Clarkes Estate Agents is a member of Client Money Protect which is a client money protection scheme. Clarkes are also a member of The Property Ombudsman Scheme (TPO) which is a redress scheme. The information below is provided to ensure you are fully informed of any fees and costs involved in renting a property through Clarkes. All Fees inc VAT.

Permitted payments - During the tenancy (payable to Clarkes Estate Agents)

Rent as agreed. Also changes to the tenancy agreement are charged at £60 for any tenancy amendments, this includes adding/removing a tenant. Late Rent will incur interest at the rate of 3% above Bank of England's base rate. Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord and any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour for the time taken replacing lost key(s) or other security device(s). Payment of any unpaid rent or other reasonable costs associated with your early termination of the tenancy. Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy. Tenants are also liable for all utilities including gas, electric, water, sewerage, communications, TV Licence, Council Tax and any others as applicable. These are payable directly to the provider. Any other permitted payments, not included above, under the relevant legislation including contractual damages.