

The following notes outline the application process for tenants. If you require further information or wish to make a viewing appointment, please contact us on **(01252) 514000** or **lettings@mackenziesmith.co.uk**

Securing a Property

- When you have viewed a property and made the decision you would like to rent it, we require a holding deposit equivalent to one weeks rent to secure the property (subject to contract). This holding deposit will then be deducted from the first month's rent that becomes due after satisfactory references have been received and the owner has approved the tenancy agreement.

Please note - we cannot secure a property for you until this payment has been received into our account.

We will provide an online application form for all applicants over the age of 18 to gather the required information to take up references. The referencing process usually takes a few days, after which the success or refusal of your application will be confirmed. We will accept an accounts/auditors reference if you are self-employed.

If references are found to be unsatisfactory, or you withdraw from the tenancy, the holding deposit is not refundable.

- Should you require a Guarantor they will need to be referenced in exactly the same way as yourself and sign an additional Deed of Guarantee. It is important to remember that this person or persons will be responsible to pay the rent if you fail to make payment

Check-In and Inventory Process

You will be checked into the property by an Independent Inventory Clerk or the Landlord, who will run through the inventory and read the utility meters. It is important to spend time and ensure the accuracy of the check-in report as this will be used to reflect the condition of the property at the start of your tenancy and used to check you out at the end of the tenancy. It will play an important part in the compilation of the check-out report and therefore affect what a landlord can deduct from your deposit.

Insurance Cover

You are required to have sufficient contents insurance in place prior to the tenancy commencement to cover all your contents. It would be worth considering a policy that covers you for any accidental damage you cause to the landlords property, fixtures and fittings.

Security Deposit

Deposits are registered with the TDS Custodial scheme. The security deposit of 5 weeks rent will be refunded in full at the end of the tenancy, provided there are no deductions due to outstanding bills, additional cleaning required or any damage to the property.

Should you have permission to have a pet, you will be required to pay extra rent due to the possibility of further damages/cleaning needed at the end of the tenancy. In this instance, please pay attention to the professional cleaning clause in the tenancy agreement that you have signed.

Rental Payments

We will provide an initial rent demand which will outline all the payments required prior to the start of the tenancy, this includes a month’s rent in advance less the holding deposit already paid and security deposit. This must be paid in full by cleared funds by **direct bank transfer** two working days before the commencement of the tenancy.

***We do not accept cash or card payments.**

Please note – unless cleared monies are showing in our account and the Tenancy Agreement has been signed by all parties, keys will not be released at check-in.

All monthly rent is payable in advance by standing order. All payments should be made at least two working days before your rent due date to allow for clearance.

Bank details for all payments to be made:

Account Name: Mackenzie Smith Property Lettings & Management Ltd
Bank Name: BARCLAYS BANK, (FLEET BRANCH)
Sort Code: 20-16-99
Account Number: 03423050

Please use 1st line of property address as reference for all payments.

Renewal or amendments to the Tenancy Agreement

Should there be a change of occupier or sharer within the tenancy you are liable to pay a charge of **£50.00 inc VAT** for us to amend the tenancy, reference the individual and re-register the security deposit.

I/We have read and understood the above information and would like to proceed with the application to rent via Mackenzie Smith Lettings.

Signature..... Print
Name.....
Signature..... Print
Name.....