

## **TENANT INFORMATION FOR LETTING A PROPERTY WITH HELLARDS**

Thank you for considering renting a property through Hellards Estate Agents.

Once we have verbally agreed terms between yourselves and the landlord of the property, we will require a bank transfer of the **reservation fee** outlined below and we will start the process of referencing you.

The property will be **held for a period of 14 days** whilst the referencing and administration process takes place. It is a requirement of the let that the Tenancy Agreement is signed and Monies paid within 14 days. Failure to sign and pay within 14 days may result in the property being re-marketed.

The referencing agency, Rent4Sure will contact you directly by email to ask for proof of salary and/or funds to cover your rent. If you are unsure of your affordability for a certain property, please ask us **before** we proceed as your fees are NOT refundable if you fail referencing. Please note, if you are self-employed, or don't have a regular salary, you might need an Accountant's report or proof of savings.

**The Reservation Fee of £500 or 50% of the monthly rent** (whichever is the greater) is refunded once you have paid your first month's rent and deposit. If you withdraw from the process after referencing, the reservation fee is not refundable. However, if the landlord withdraws unreasonably, then you will have your reservation fee refunded to you.

An administration fee of £250 plus VAT pays for the Tenancy Agreement, referencing and associated administration.

At the start of your tenancy, you will need to pay your first month's rent in advance in addition to your deposit. The standard deposit is one and a half month's rent payable in advance. If it is agreed between you and the landlord that you may keep a pet at the property, the deposit will be a **minimum** of two months' rent.

### **Our Fees:**

We charge £250+ VAT (£300) which covers the first two applicants for a property. This includes your referencing fees and Tenancy Agreement.

Each additional Tenant will be charged £50 plus VAT (£60)

A Guarantor will incur a fee of £50 plus VAT (£60)

Changes to the Tenancy Agreement £50 plus VAT (£60)

Tenancy Extensions £50 plus VAT (£60)

Check Out Fee (due at the end of your tenancy) will be between £80 and £250 plus VAT, depending on the size of the property.

£500 Reservation Fee or 50% of the agreed monthly rental – whichever is the greater.

### **Our Bank Details:**

All fees need to be paid directly into our account. We do not accept cards or cash payments. The bank details are as follows:

**Alresford Estates Ltd., NatWest Bank; Sort Code: 51-61-09; Account: 70073368**