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Finding a property

Please contact us to provide brief details about yourself and the type of accommodation you require e.g. Rental amount, number of bedrooms, location etc. We can then search our property register and suggest properties suitable for you to view.

Viewing property

All viewing can be arranged at times to suit you, including evenings. A member of staff who will be able to answer any of your property related questions would accompany you. Please note we are required to give existing tenants 48 hours notice of any such viewing.

Reserving

Once you have found a suitable property, we will require a holding deposit to reserve the property whilst compiling your references. You will need to pay a deposit of £250+VAT and assuming that the tenancy proceeds, this will contribute to the administration fee as detailed below and included in the monies due before moving in. If the landlord declines to proceed with the tenancy, the deposit will be refunded. However the deposit will be forfeit should you decide for any reason, not to proceed.

References

We require satisfactory references from your employer, character reference and your current or previous landlord. In addition a credit check will be undertaken using the services of an independent referencing agency to obtain and confirm references.

Rents

All rentals are quoted per calendar month and will be payable monthly in advance. The tenant unless otherwise stated will also be responsible for the payment of council tax, water, gas, electricity and telephone cost.

Deposits

You will be expected to pay dilapidation's deposit equivalent to one month's rental. This will be protected under the government's tenancy deposit scheme and held by Elliott-Properties as stakeholder in a secured deposit account or by the landlord if requested as a non-managed property. All deposits are promptly returned no later than 10 days after the vacation date.

We insist that you have adequate insurance cover against the possibility of damaging the landlord's property. We will need to see a certificate of such cover on commencement of the tenancy. A leaflet can be obtained from this office.

Future charges

A fee of £50+VAT will be charge for all tenancy renewals or periodic tenancy notices.

How much will you need to pay?

Fees payable by Tenants:

There is a charge of £250+(VAT) per property which covers the administration cost of setting up the tenancy, the first month's rental in advance plus a deposit (usually equivalent to one months rent)

Tenant Name..... Signature..... Date.....