



Tenants Holding Deposit Form

Strictly subject to contract and satisfactory references

Lettings Department

t: 01329 834 835

e: lettings@harringtonspropertyservices.co.uk

w: www.harringtonsproperty.co.uk

What to do if you decide to take a property through Harringtons Lettings.

Once you have decided to let one of our Properties, a **non-refundable administration charge** is required (this would be your application charge for each applicant), which enables us to hold the Property for you subject to contract and satisfactory references. However this does not form a contract or any obligation upon ourselves or the Landlord. This is subject to the Landlord's agreement, we will advise other applicants that the Property is under offer.

Harringtons Lettings Charges

To secure one of our properties, you will be required to pay your referencing charge as a holding charge. All other charges will be paid on the day of you moving in along with your rent and deposit. Once Received you will then be sent your referencing application form our referencing company Van Mildert.

One Adult Applicant	£195.00 inc VAT
Each Additional Adult Applicant (with £80.00 Discount)	£115.00 inc VAT
Professional Inventory & Check In Charge	£125.00 inc VAT (additional £35.00 charge if the property is 3 bedrooms plus)
Tenancy Agreement Charge	£95.00 inc VAT

Additional Fees

Guarantor	£115.00 inc VAT
Company Tenant - includes tenancy agreement and referencing	£450.00 inc VAT + Inventory Charge of £125.00 inc VAT
Commercial Tenant (inc Equestrian)	5% of the agreed annual rent or minimum fee £450.00 inc VAT

(Example: One person moving into a property the cost would be £415.00 inc VAT which includes the referencing, inventory and tenancy agreement charge.)

An administration charge of £65.00 inc VAT will apply should you wish to make any alterations to the terms and conditions already agreed, including changing the Tenancy commencement date, which will necessitate amended documentation to be produced.

If the Landlord has given permission for pets to be kept at a property, then an additional Tenancy Deposit of £200.00 will be due. This sum may vary according to the number and size of the pets to be kept at the property.

Things you should now...

Utilities, Council Tax, Television Licence

Tenants are responsible for the utilities and you will need to advise the gas, electric and water suppliers of the meter readings as noted on the inventory. You will also need to advise The Local Authority of your details for Council Tax purposes.

Television License is still the responsibilities of the tenant.

EPC (Energy Performance Certificate)

You will have been provided with an Energy Performance Certificate which provides information on both energy efficiency and environmental impact rating of the property.

Rent Payments

Rent payments are to be made by standing order. A standing order mandate is to be set up for future rent payments, please check your tenancy for the rent due date and rent amount.

A standing order is your instruction and you are the only person who can change, amend or cancel a standing order mandate payment.

Inventory Schedule of Condition

You will received an inventory within your move in pack on your move in day. This is to be checked as you move in to your property. The inventory will state the schedule of condition of the property, this same document will be used for the check out when you leave. So it is important that this is gone through properly.

When received, please feel free to make any comments with respect to the inventory, once completed and signed the inventory is to be returned within 7days of your commencement date.



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Property Address:

Post Code:

You have offered a rental of £ per calendar month for a month tenancy of the above property for a fixed term tenancy agreement.

We acknowledge your payment of £ by way of a holding deposit/referencing charge to proceed with renting and the referencing process of the above property. This charge will be deducted from your final balance 'you move in monies' and this does not commit the landlord to granting a tenancy or constitute an offer of a tenancy.

If your referencing application is unsuccessful because you or any joint applicants change your mind and withdraw or if we or the landlord deem your references are unsatisfactory, then no money will be refunded.

The payment of holding deposit/referencing charges are **non-refundable** before or once the application has been submitted to our referencing company unless the landlord does not continue to offer the property to you for a reason un-connected to the reference or you. If a refund is to be made, please send an email with you bank details to lettings@harringtonsproperty.co.uk stating the amount and property address. A refund will then be made with 7 to 14 days from receipt of your email. *Please also make us aware if you have or have had any County Court Judgement (CCJ) or bankruptcy proceedings in your name.*

Subject to contract and satisfactory references, your proposed move in date will be / / . However, should it be necessary to alter the tenancy dates due to any change or delay in your circumstances, it may be necessary to charge an administration fee of £85.00 inc VAT.

Cost's associated for the above property	All fees Inc VAT	TOTAL
Rent PCM <i>(please state if rent is due in advance)</i>		£
Security Deposit <i>(registered with the DPS unless stated).</i>		£
Referencing Charges	No of Tenants:	£
Inventory Check Charge <i>(this is applicable for each tenancy)</i>	£125.00	£
Tenancy Agreement charge <i>(this is applicable for each tenancy)</i>	£95.00	£
Other <i>(Additional Charges, Extra days rent, Pet Clause, Guarantor charge ect).</i>		£
TOTAL		£
Less holding deposit already paid		£
BALANCE OF MONIES DUE AT MOVE IN		£

PAYMENT METHODS FOR MONIES

Payment for your application/holding charge is to be made to the account details below. Please send us a print screen of the payment confirmation by email to show that the payment has been made. Once received we will then take the property off the market.

Please Note: The property will not be taken of the market until payment has been received.

Bank: LLOYDS Bank
Account Name: Harringtons Services Limited
Sort Code: 30 99 71
Account Number: 78575560

Final balance monies for you move in, 'move in monies' are to be made by **BANKERS DRAFT, ELECTRONIC TANSFER 3 days prior** to your move in date, this is for Harringotns to have received clear funds before keys are released. Please note credit/debit cards or company or personal cheques are not accepted. Please note: as above. Please send a print screen of the payment confirmation by email.

MONEY LAUNDERING REGULATIONS

Before the tenancy starts, we will require to see from each person named as ‘tenant’ and ‘guarantor’ (if applicable) original documents or professionally certified copies – one from each category – for proof of your/their identity and for proof of residency at your/their current address:

Group 1 – Proof of Identity

- A full valid passport or driving licence
- A valid identity card (HM Forces, police warrant card, prison officer etc)

Group 2 – Proof of Residency

- An original utility bill, less than 3 months old
- An original council tax bill, less than 3 months old
- An original statement for either your current bank or building society account, less than 3 months old.

CONTENTS PROTECTION - Any insurance held by the landlord does NOT cover your personal possessions, it is your own responsibility to insure these.

Information & Terms Agreed – Subject to Contract	
Tenancy length (e.g. 6 or 12 months)	_____ Months. Is this to include a break clause? Yes / No at month: 6 / 12
Tenancy Commencement Date	
Furniture / White goods included	
Children (names and ages – Under 18)	
Permitted Occupiers (any Children who are not to be referenced and over the age of 18)	
Special terms agreed/requested	Walls to be redecorated - Picture hooks - Other:
Guarantor(s)	Name: Email:
Applicant 1 Name & Email (please state in capitals)	Name/Company Name: Email:
Applicant 2 Name & Email (please state in capitals)	Name/Company Name: Email:

I/We confirm that a copy of the EPC has been made available and I/We have read and agreed the terms and conditions above.

Signed by applicant		Print Name		Date	
Signed by applicant		Print Name		Date	
Signed on behalf of Harringtons		Print Name		Date	

Note: Once signed and returned, your referencing applications will then be sent. Referencing applications will not be sent unless your holding deposit form has been signed and returned along with your payment confirmation by email for the ‘application/holding charge.