

Dear Applicant

Thank you for your interest in renting a property through this agency. In order to ensure your application can be dealt with efficiently, please read the following information which is designed to assist you.

- Firstly view the appropriate rental properties we have available and decide which, if any, you wish to apply for as general applications will not be considered.
- Request an Application Form(s) and complete this using BLOCK CAPITAL LETTERS. The form(s) **must be completed clearly and in full**. Failure to do so will mean your application will not be processed.
- All named tenants are legally responsible for the rent, joint and several. Therefore, all adult applicants must complete an application form, including married couples and dependents aged 18 and over still living at home.
- A holding deposit per property of 1week's rent will be charged on application.
- This deposit will be deducted from the first month's rent should the application proceed.
- The deposit may be withheld if the tenant decides not to proceed, fails the right to rent checks or provides false/misleading information.
- The agent/landlord tries their best to obtain the required information and the tenant fails to provide it within 15 days.
- Where this fee is paid by cheque the application for references will not take place until your cheque has cleared.

Once we are in receipt of your references we shall revert to you and if the application is successful, we will need to discuss start dates and commence proceedings. At this stage a tenancy agreement will be issued to you together with confirmation and the finances required.

You can be assured that if your initial application is accepted for processing, no other application will be dealt with simultaneously for the same property.

Astin's Lettings & Management

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