

FEES & GUIDANCE NOTES FOR APPLICANTS/PROSPECTIVE TENANTS

Our agency fee is £300 per property, inclusive of VAT. If a third adult is on the tenancy then a further £20 applies. If a guarantor is required, an additional £70 applies. If you are moving from a property with Ridgeway to another rented property with us, the same fees will apply.

For company applications, the charge is £400 plus VAT.

These fees are non refundable.

Below is the procedure when renting a property from **Ridgeway Estate Agents**.

The application form from Van Mildert must be completed fully and to the best of your knowledge and belief.

Your tenancy will not commence unless Ridgeway has proof of residency at your current address. A utility bill or bank statement would be acceptable. We will also need a record of your National Insurance number and a copy of your passport or a photo driving licence as proof of identification. If you have neither then we will require a copy of your birth certificate.

All tenants and guarantors must sign the tenancy agreement on or before the start date of the tenancy in Ridgeway's office by prior appointment. You should seek independent legal advice if you are in any doubt prior to signing the tenancy agreement. You should be given a schedule of condition/inventory report. A £30 check out fee is payable which will be deducted from the deposit.

The keys to any property will NOT be given to tenants or their representatives before all the legal papers are completed and/or the start of the tenancy.

On or before the start of the tenancy we MUST have in cleared funds, one month's rent and the equivalent amount plus £200 as a bond deposit. (An additional pet bond may be needed if pets are allowed). Future rental payments MUST be made by STANDING ORDER on the agreed date of each month. Ridgeway is a member of the Tenancy Deposit Scheme, administered by the Dispute Service. The registration fee is £25 and is payable on signing the agreement.

We may require the deposit to be paid once satisfactory references are obtained if the move in date is over two weeks away.

We recommend Accidental Damage cover insurance to protect your deposit. Van Mildert can arrange competitive quotes.

It is strongly recommended that when you select a property it suits your needs prior to signing any contract or even completing the reference forms ie you should check whether children, pets or housing benefits are permitted. Please ask if you are in any doubt.

All payments can be made in cash or debit card. You may use a credit card but there is a 4% charge for this. We accept cheques but we will need to allow 7-10 days for this to clear.

If all the information has been completed correctly, we are in receipt of satisfactory references and the property is ready, we will agree a moving in date. Please note Ridgeway reserve the right to decline applicants if the above is not adhered to.

Signed and dated by:

Property applied for:.....