



### **Credit reference**

Each adult person who is applying for tenancy must fill out an application form and consent to a credit search being carried out and references sought. A company independent of Fox Green will carry out the credit search and the results will be shared with the Landlord whose decision on the applicants suitability will be final.

If you know of a problem with your credit history then you may still be able to apply for the property – providing you disclose the problem to us. If you mislead us about your credit history then your application will be rejected automatically.

On occasions if you are not earning sufficient money to qualify or you have an adverse credit history, then a Guarantor may be required.

**Tenancy Administration & Credit referencing fees are 25% of one month's rent subject to a minimum fee of £325.**

**If a Guarantor is required, an additional fee of £75 is payable.**

**Fees are to be paid upon application to (please quote property name)**

**Natwest  
60-21-40  
57666628**

**The reference process cannot commence until the agency fee has been paid.**

### **Refunds**

If your application is rejected then any money you have paid us **will not be refunded**.

If you withdraw your application or fail to take action to progress it within seven days of a request by the credit reference company or Fox Green then any money you have paid us **will not be refunded**.

If the landlord withdraws the property before tenancy agreement is signed then we will refund all monies that have been paid to us.

### **Proof of Residency & Identity**

We will require proof of residency and identity. Acceptable forms of proof are a utility bill (dated within the last 3 months) and photo style driving licence or passport. If you are not a European Citizen then you will need proof of office permission to live in the UK for the term of the proposed tenancy.

### **Qualifying Income**

In order to pass the reference procedure your qualifying income should be 2.5 times the monthly rent. If your income is less than this you will need a Guarantor.

### **Guarantor**

This must be someone who will honour the terms of the Tenancy agreement in addition to you and they must be a UK resident, have a clean credit history, earn 3 times the monthly rent, fully complete the Guarantor application form and sign a Deed of Guarantee.

### **Release of Keys**

We cannot release any keys to tenants until a Tenancy Agreement has been signed by all parties and we are in receipt of cleared funds for all monies that are due. Cleared funds are in the form of a BACS transfer (This must be showing in our account prior to move in). We do not accept cash without prior agreement. A handling fee will be applicable (see additional charges)

### **Tenancy Agreement**

Until the Tenancy Agreement is signed there is no contract in place between you and the landlord. If for any reason the tenancy does not go ahead then you cannot claim against the Landlord or Fox Green for your costs or out of pocket expenses. The form of tenancy agreement will usually be an Assured Shorthold Tenancy agreement for a minimum of six months.

### **Insurance**

You are required to take out specialist tenant insurance for the term of your tenancy. An application for this is attached. You can use an alternative provider but proof will be required before the tenancy commences.

### **Security Deposit**

Your security deposit will be held under the terms of the Deposit Protection Service;  
[www.depositprotection.com](http://www.depositprotection.com) At the end of your tenancy you will need to contact the DPS quoting your unique tenant ID to request the release of your deposit. Fox Green do not hold your deposit.

Some landlord who let their properties on a Let Only basis will wish to register the deposit themselves in an insured or government scheme and your deposit will be forwarded to them in this instance. Proof of their membership will be requested by Fox Green. An amount equivalent to 6 weeks rent will be held against dilapidations or damage.

### **Rent**

Your first month's rent is due on the signing of the tenancy agreement. Subsequent month's rent must be paid by Standing Order on a per calendar month basis and must be received as cleared funds on the rent due date.

### **Inventory**

Where there is one provided you should check its accuracy and put any alleged discrepancies in writing to either Fox Green or the Landlord within 7 days of receipt. Variations outside 7 days will not be accepted.

### **Insurance**

You are advised to have insurance to cover liability to cover the Landlords furniture, fixtures and fittings. You will be contacted by Lets XL with details of a quote which will also cover your own personal possessions. You do not have to use Lets XL but you are advised to have alternative cover.

### **Special Conditions**

Any special conditions attached to the tenancy must be agreed in writing prior to the tenancy agreement being signed. If not then the property is "Let as seen" on the terms set out in the tenancy agreement. A specimen Tenancy Agreement is available on request.

### **Utility Accounts**

It is your responsibility to ensure that utility accounts and council tax are set up in your name at the start of the tenancy and all bills are paid whilst the tenancy is in place. It is your responsible to close your accounts at the end of the tenancy. Please do not transfer closing account into the name of Fox Green.

Fox Green will be able to advise as to who's name the account should be put into. But usually this is the name of the landlord.  
You are also responsible for any cable or satellite charges, the TV license and any broadband supplied to the property.

### **Money Laundering**

We are obliged to comply with the Money Laundering Regulations 2003. Proof of ID i.e. driving licence or passport will be required.

### **Tenants responsibility during the Tenancy**

The tenant is responsible for keeping the property and its contents in a clean and tidy condition, including the upkeep of any garden. The tenant is also responsible for replacing everyday items such as light bulbs, loose screws, fluorescent tubes and starters, vacuum cleaner bags, batteries for doorbells and smoke detectors etc. The tenant must not carry out any redecoration to the property or put nails in walls etc. Without specific written permission of the landlord or Agent, nor should he carry out unauthorised repairs, except in an emergency. Under the terms of the contract the property must be thoroughly cleaned at the end of the tenancy.

### **Early Termination**

If you leave the property before the end of the tenancy, the Landlord is entitled to still hold you liable for the rent for the remainder of the term and also for the utility and other bills until the end of the term. Please contact us if you have a problem or wish to leave the property.

### **Legal representation**

We offer the property based on representations by the landlord that they;

- Have legal title to the property
- Have permission to let from the freeholder, head leaseholder and mortgage lender (as applicable)
- Have informed their insurer of the letting
- Will ensure any supplied furnishings comply with fire safety regulations

### **Additional Fees and Charges**

Late and missed rents	£25.00
Lost Keys	£25.00
Alterations to tenancy agreements	£25.00
Cash Handling 10% subject to min fee	£25.00
Change of Tenants on AST (Plus renewal fee)	£50.00
Tenancy renewal fee	£50.00