

APPLICATIONS FOR RESIDENTIAL TENANCY

PROCEDURE:-

Enclosed:- A tenancy application form and details of current properties available.

If you would like to be considered for a property, please complete the enclosed tenancy application form and return it to The Estate Office.

We will take your application in two stages:-

- **Stage 1: The Waiting List**
- **Stage 2: The Property**

THE WAITING LIST

Please complete all sections of the application form. We need all this information in order to assess your application. Upon receipt of your application form, we will write to you within 5 working days to let you know if your application is **Accepted/Not Accepted** for the Waiting List

Accepted? You will be placed on the applications list for the requested property or the general waiting list. The Estate Office receives many applications for properties and some people have been on our waiting list for some time. All applications will be assessed and suitable applicants will be contacted as soon as a property is ready for viewing. Please do not telephone the Estate Office to enquire regarding progress, we will contact you.

If you find a property elsewhere, please phone and ask for your name to be taken off the waiting list.

Not Accepted? Do try other Landlords and Estate Agents. Landlords have different criteria for assessing applications.

THE PROPERTY

We will contact you for an appointment to view the property. If you would like to proceed with your application, please inform the Estate Office and your interest will be noted. If you do not want that property, your details will remain on our list until another suitable property is available.

Following viewings an applicant will be chosen according to the information obtained and who can best fulfil the tenancy obligations for that particular property. The tenancy will be offered to the successful applicant and a commencement date will be arranged.

The Estate Office will draw up an Assured Shorthold Tenancy Agreement which will be signed and exchanged. (The Estate does not charge for this service). Tenancy will only commence upon signature of the agreement and payment of the rent (balance of the first month and the whole of the following month) plus bond. You will be asked to complete a Standing Order Mandate for payment of all future rent. You will then receive the keys to the property.

PLEASE NOTE:- ONLY FULLY COMPLETED TENANCY APPLICATION FORMS WILL BE PROCESSED. INCOMPLETE FORMS WILL BE RETURNED FOR COMPLETION IF NECESSARY OR DISCARDED.

DISCLAIMER: Receipt of your application form does not commit The Estate to granting you a tenancy and in some cases we do not manage to accommodate all the applications we receive.

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PROSPECTIVE TENANTS PLEASE NOTE:-

- The Estate DOES accept tenants supported by DSS payments and Housing Benefit but does NOT accept direct payments from the District Council. Benefits to support payment of rent must be paid to the tenant who is responsible for the full payment of rent at all times.
- A Bond is always payable at the commencement of tenancy. There will be NO arrangements or exceptions to this rule.
- The Estate requires all rental payments to be paid by Standing Order on the first day of each month (Only the first rent payment and bond at commencement of tenancy are paid by cash or cheque).
- All tenancy agreements run for a fixed period of one-year and may continue on a monthly basis thereafter until notice is received from either party.
- The Estate does not rent furnished properties and tenants are to be responsible for all furnishings and any utility charges connected to their properties.