

### UPFRONT FEES FOR TENANT(S)

Once you have decided that you wish to apply for a tenancy through Bishop Estates, we will require full tenant referencing per tenant over the age 18, via FCC Paragon/Rent4Sure our referencing companies.

**REFERENCING** Our fees at the point of a tenant(s) selecting a property, are £295.00 for a single tenant and £495.00 for joint tenants. If a guarantor is required the charge will be an additional £295.00. The charges cover our administration fees and the cost of the full referencing.

**HOLDING DEPOSIT** £250.00 is payable to reserve the property. This holding fee is deducted from the total deposit amount prior to the start of the tenancy. **PLEASE NOTE THAT THE CHARGES LISTED ARE NON-REFUNDABLE, SHOULD ANY TENANT FAIL REFERENCING OR NOT PROCEED WITH THE TENANCY.**

**WE MUST HAVE CLEARED FUNDS BEFORE THE TENANCY CAN COMMENCE.**

**EMPLOYERS** Your employers will be asked to confirm your status and contract period/status. They will also need to confirm that you are in a financial position to meet the term of the proposed tenancy.

**FINANCIAL** A credit search will be carried out and 6-12 months bank statements may be required. If you are self-employed we will require 2 years full accounts with your accountant's details or we may be able to accept 6-12 months bank statements.

**GUARANTORS** If you are not in full-time employment or fail referencing, a guarantor may be acceptable on some of our rental properties, subject to consent from the Landlord (s). A guarantor must be in full time employment and aware that we will take up full referencing for them, as for tenants(s). They will be liable for any rent arrears during the whole period of your stay at the property so they must understand their full obligations before signing.

**DEPOSIT AND ADVANCE RENT** Prior to the signing of the tenancy agreement, we require the first month's rent in advance and a 6 week deposit (sometimes higher if a pet is permitted). The deposit will be lodged with the Deposit Protection Scheme and is returned to the tenant(s) at the end of the tenancy, provided that the property is in the same condition as handed over, it is cleaned and not damaged or there are no reported rent arrears.

**PROOF OF IDENTITY** Two forms of identity must be provided by every tenant and guarantor i.e. Passport including Visa and a recent utility bill (dated within the last 3 months or driving licence with you current address. **RENEWING YOUR TENANCY AGREEMENT** Our fee for renewing your contract is £125.00. **LEAVING A TENANCY** If you are in a fixed term tenancy and wish to leave your tenancy earlier, permission is required by the Landlord and re-let fee's will be the responsibility of the tenant (s). This can be taken from your deposit. You may also be asked to cover the rent until such times a new tenant is found.

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