



Chartered Surveyors | Auctioneers  
Land and Estate Agents

**Terms & Conditions**

1. **Registration:** There is no charge for registering your property requirements with Sunderlands & Thompsons LLP, however no viewings will be arranged until we are in receipt of a completed registration form.
2. **Referencing Fees:** Having viewed a property, should you wish to be considered for the tenancy, we will require a completed application form together with a non-refundable referencing fee of £40.00 inclusive of VAT per applicant. This payment will be required in advance and will be non-refundable if a tenancy is declined.
3. **Administration Fee:** An administration fee of £100 inclusive of VAT and is payable when a tenancy has been offered.
4. **Rents:** All rents are payable in advance on the first day of each month via Standing Order direct to the Agents bank account unless otherwise advised. The initial rent will be charged on a pro rata basis to bring the rent up to the first day of each month.
5. **Age Restriction:** We regret that a tenancy will not be offered to anybody under the age of 21.
6. **Income:** All applicants must prove sufficient income on an ongoing basis to comply with the tenancy and its financial commitment.
7. **Deposits:** A deposit, usually equivalent to one months rent (subject to a minimum of £750) will be required before commencement of tenancy. The deposit will be protected in accordance with Government regulations.
8. **Local Housing Allowance (formerly Housing Benefit):** Under certain circumstances, some landlords may accept applicants in receipt of LHA, however all claimants will still be required to conform with the above financial arrangements in relation to deposits, reference fees and forward payment of rent. Properties that may accept LHA claimants are shown on our rental list.
8. **Proof of Identity:** All tenants will be required to provide documentary evidence of proof of residency and identification. For example; utility bill, bank statement, passport or photo driving licence. This information is to conform with Anti Money Laundering Regulations.

**I confirm that the supplied information is to the best of my knowledge and belief, true and may be verified.**

DATA PROTECTION ACT: Information provided by you on this form may be verified and held by Sunderlands & Thompsons LLP in their computer records. I/We understand that a credit search will be taken by a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. I/We also understand that no details of the searches will be given to me by the letting agent and/or landlord, but I/we may request the name and address of the Credit Reference Agency to whom I/we may apply for a copy of the information provided. I/We also hereby authorise the above named Bank or Building Society, referee or employer to respond to enquiries made in respect of this application. Any reports obtained/compiled by Sunderlands & Thompsons LLP may be passed into the prospective landlords if necessary.

**First Applicant's Signature ..... Date .....**

**Second Applicant's Signature ..... Date .....**