



Administration fee

Processing of application
Drawing up the tenancy agreement
Referencing and credit checks

To process the application, there will be a **non-refundable** charge of £250.00 plus VAT (£300) to be paid for a single application. For a joint application, the fee will be £300.00 plus VAT (£360).

To process an application with a Guarantor an extra £50.00 administration fee will be charged.

Holding Deposit

Whilst the administration and referencing is in process, if you wish to 'hold' the property, a holding deposit of £300.00 is required to ensure the property is taken off of the market during this process; this will be held in a 'client account'. If your application is successful, the holding deposit will be deducted from the first month's rent.

If you are not successful or if the landlord decides not to proceed with the tenancy then your holding deposit will be refunded in full. **If for any reason you as an applicant decide not to proceed, then the deposit will NOT be refunded.**

For further information, please call us on 01635 43333