

## INFORMATION FOR APPLICANTS

### Viewings and Making an Offer

You will be accompanied to properties by a member of W&S. Once you have identified a property you must make a formal offer. This offer will be forwarded to the Landlord for approval. All offers are subject to contract and references which means that you have no guarantee of a tenancy until you pass the referencing process, the tenancy agreement is signed, dated and all monies are paid in cleared funds. Either party can withdraw at any time. Once your offer has been accepted, we will write to you confirming the terms of the offer. We will need proof of address and proof of ID for all applicants over 18. All adult occupants will have a Right to Rent check.

### Fees

#### **Holding deposit**

An amount up to one week's rent will be taken by Goodlord. This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

#### ***Before you move in:***

#### **Security Deposit Rent under £50,000 per year = Five weeks' rent.**

This covers damages or defaults on the part of the tenant during the tenancy.

#### **Rent of £50,000 or over per year = Six weeks' rent**

This covers damages or defaults on the part of the tenant during the tenancy.

April 2025

### **Unpaid rent**

Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.

**Lost Key(s) or other Security Device(s)** Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s).

### **Variation of Contract (Tenant's Request)**

**£48 (inc. VAT) per agreed variation.** To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.

### **Change of Sharer (Tenant's Request) £48 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher.**

To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.

**Early Termination (Tenant's Request)** Should the tenant wish to leave their contract early they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

**Redress scheme** - The Property Ombudsman membership number N02388 **Client Money Protection** - Propertymark membership/scheme number C0003041