

# Prospective Tenant Information

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## Application Fees

Following a viewing of a property, if you wish to rent the property you will be required to pay a referencing and administration fee as follows:

**£240 inc VAT** for a single application

**£360 inc VAT** for a joint application

**£90 inc VAT** per additional applicant.

**£150 inc VAT** per guarantor (if required)

All persons over the age of 18, are required to be referenced and put on the tenancy agreement, up to a maximum of 4 persons. Payment can be made by debit card or credit card (Credit card payments carry a charge of 3%).

## Information Required

You will be required to advise us of the following information in order for us to discuss your application with the Landlord, to obtain their acceptance and to check your viability to pass the referencing. Only select information is given to the Landlord. We will also require 2 forms of ID, one photographic i.e. driving licence or passport and one copy of proof of address i.e. bank statement, bill (excluding mobile phone bill) dated within the last 3 months, prior to referencing commencing, the original will have to be provided on the day of signing.

- Full Names including any middle names
- Addresses
- Date of Birth
- Employment & Salaries
- Adverse Credit
- Pets
- Children
- Smokers
- Current Accommodation Status and Timescales of Moving.

## Referencing

Once the referencing is started, the referencing fee becomes **NON-REFUNDABLE**. If the referencing comes back as declined or guarantor required due to insufficient income or adverse credit, we will refer to the Landlord for their instructions.

The referencing company will do a credit check, check affordability, obtain employment references and also obtain a landlords reference (if you are in rented). Please see below annual earnings requirements table to see whether you may require a guarantor. The referencing company tend to only take into account earnings from employment, self-employment, where an annual return has been completed, and pensions. They may add further stipulations at any time, for example providing bank statements.

## Prospective Tenant Information

If you are aware of any adverse credit such as CCJs, IVAs or bankruptcy orders, you **MUST** declare this prior to filling in referencing paperwork as this may affect your application. Failure to do so may result in the landlord declining your application and you losing your fee.

### Affordability Table

The referencing company will look at your affordability based on your annual earnings. Please see the table below to see what you will need to be earning to qualify. A tenant is required to be earning 2.5 times the rental amount per annum and a guarantor is required to be earning 3 times the rental amount per annum.

Rental Amount	Earnings Amount	Guarantor Earnings		Rental Amount	Earnings Amount	Guarantor Earnings		Rental Amount	Earnings Amount	Guarantor Earnings
£350	£10,500	£12,600		£725	£21,750	£26,100		£1,100	£33,000	£39,600
£375	£11,250	£13,500		£750	£22,500	£27,000		£1,150	£34,500	£41,400
£395	£11,850	£14,220		£775	£23,250	£27,900		£1,200	£36,000	£43,200
£400	£12,000	£14,400		£795	£23,850	£28,620		£1,250	£37,500	£45,000
£425	£12,750	£15,300		£800	£24,000	£28,800		£1,300	£39,000	£46,800
£450	£13,500	£16,200		£825	£24,750	£29,700		£1,350	£40,500	£48,600
£475	£14,250	£17,100		£850	£25,500	£30,600		£1,400	£42,000	£50,400
£495	£14,850	£17,820		£875	£26,250	£31,500		£1,450	£43,500	£52,200
£500	£15,000	£18,000		£895	£26,850	£32,220		£1,500	£45,000	£54,000
£525	£15,750	£18,900		£900	£27,000	£32,400		£1,600	£48,000	£57,600
£550	£16,500	£19,800		£925	£27,750	£33,300		£1,700	£51,000	£61,200
£575	£17,250	£20,700		£950	£28,500	£34,200		£1,800	£54,000	£64,800
£595	£17,850	£21,420		£975	£29,250	£35,100		£1,900	£57,000	£68,400
£600	£18,000	£21,600		£995	£29,850	£35,820		£2,000	£60,000	£72,000
£625	£18,750	£22,500		£1,000	£30,000	£36,000		£2,100	£63,000	£75,600
£650	£19,500	£23,400		£1,025	£30,750	£36,900		£2,200	£66,000	£79,200
£675	£20,250	£24,300		£1,050	£31,500	£37,800		£2,300	£69,000	£82,800
£695	£20,850	£25,020		£1,075	£32,250	£38,700		£2,400	£72,000	£86,400
£700	£21,000	£25,200		£1,095	£32,850	£39,420		£2,500	£75,000	£90,000

### Possible Complications

If we suspect you are not able to pass the referencing, due to not enough income or having adverse credit, we will advise you of this and will have to refer to the Landlord for their instructions on whether they will proceed with your application or decline it. A guarantor may be required under these circumstances, for which they will need to be referenced and also you will be required to pay a fee of £150 inc VAT.

## Prospective Tenant Information

### Move In

If the referencing is satisfactory, we will confirm a moving in date with you and the Landlord, this must be within 3 weeks of passing the referencing, any changes to this date must be approved and carries a charge of **£60.00 inc VAT**. If there is a quick turnaround of 3 working days or less after the referencing is back, a quick move in fee of **£90.00 inc VAT** will be charged, this is subject to the property being ready and approval from the landlord. If you have a pet, we have a charge of **£30 inc VAT** to cover costs of changes to the agreement and flea treatment, as these can be found up to 6 months after vacation.

On the day of signing, you will be required to pay your first months' rent, deposit to the equivalent of a month and a half (or two months' if you have pets), plus any additional fees such as pet fees or quick move in fees. Please see the table below to see what deposit you will need to pay.

We require **CLEARED FUNDS** on the day of signing, this can be by debit card or credit card (3% fee on credit cards) or by BACS. If you wish to pay by BACS this must be paid the day prior to signing to ensure the payment reaches our account. Unfortunately we **DO NOT** have the facilities to accept **CASH**.

### Deposit

Rental Amount	Deposit Amount	Deposit Amount (if pets)		Rental Amount	Deposit Amount	Deposit Amount (if pets)		Rental Amount	Deposit Amount	Deposit Amount (if pets)
£350	£525.00	£700		£725	£1,087.50	£1,450		£1,100	£1,650	£2,200
£375	£562.50	£750		£750	£1,125.00	£1,500		£1,150	£1,725	£2,300
£395	£592.50	£790		£775	£1,162.50	£1,550		£1,200	£1,800	£2,400
£400	£600.00	£800		£795	£1,192.50	£1,590		£1,250	£1,875	£2,500
£425	£637.50	£850		£800	£1,200.00	£1,600		£1,300	£1,950	£2,600
£450	£675.00	£900		£825	£1,237.50	£1,650		£1,350	£2,025	£2,700
£475	£712.50	£950		£850	£1,275.00	£1,700		£1,400	£2,100	£2,800
£495	£742.50	£990		£875	£1,312.50	£1,750		£1,450	£2,175	£2,900
£500	£750.00	£1,000		£895	£1,342.50	£1,790		£1,500	£2,250	£3,000
£525	£787.50	£1,050		£900	£1,350.00	£1,800		£1,600	£2,400	£3,200
£550	£825.00	£1,100		£925	£1,387.50	£1,850		£1,700	£2,550	£3,400
£575	£862.50	£1,150		£950	£1,425.00	£1,900		£1,800	£2,700	£3,600
£595	£892.50	£1,190		£975	£1,462.50	£1,950		£1,900	£2,850	£3,800
£600	£900.00	£1,200		£995	£1,492.50	£1,990		£2,000	£3,000	£4,000
£625	£937.50	£1,250		£1,000	£1,500.00	£2,000		£2,100	£3,150	£4,200
£650	£975.00	£1,300		£1,025	£1,537.50	£2,050		£2,200	£3,300	£4,400
£675	£1,012.50	£1,350		£1,050	£1,575.00	£2,100		£2,300	£3,450	£4,600
£695	£1,042.50	£1,390		£1,075	£1,612.50	£2,150		£2,400	£3,600	£4,800
£700	£1,050.00	£1,400		£1,095	£1,642.50	£2,190		£2,500	£3,750	£5,000

### Tenancy Renewals

We will contact the Landlord around 2 months prior to the end of your fixed term to enquire if they wish to offer a further fixed term or whether they wish to continue on a statutory periodic tenancy. We will then contact you following their instructions. The cost for a renewal is **£60 inc VAT**.