

Proceeding with a property – Payment of holding deposit form

The applicant has submitted the offer to proceed, this comprises of information (such as the level of rent per calendar month that the applicant has agreed to proceed with, confirmation on if there are there smokers, pets or children, employment situation, if there are any CCI's or adverse credit, the date that that the applicant would like to commence the tenancy agreement, the length of the tenancy and any other information that is relevant to the applicant proceeding with the property) which has been advised by the applicant or party acting on the applicants behalf. Should the applicant need to obtain references to submit to the landlord, it is with regret Home Estate Agents cannot recommend any third party company to the applicant, nor arrange for a reference to be conducted on the applicants behalf (however we would be able to arrange this on the landlord behalf should they be paying the costs associated). The applicant should also let us know of any problems that may arise with the application, adverse credit issues and issues with the previous landlord reference or employment reference.

Any applicant proceeding with a rental property after 01st June 2019 will be asked to supply a recent reference for the landlords consideration (it may have been agreed that referencing will be conducted by the landlords chosen third party company at the landlords cost). It is important to note all applicants aged 18 or over, will need to undergo referencing, will need to undergo right to rent checks and will be named in the tenancy agreement. After the landlord has accepted to proceed with an applicant (based on the "offer to proceed" and subject to any checks required), we will need to arrange for any applicants or guarantors to visit our office with their ID (passport) and proof of address (bank statement or utility bill dated within the last month). If applicants do not have a passport we will require their driving licence and birth certificate as their form of ID as well as the proof of address mentioned above. If a guarantor is required then we will also require the guarantor's ID (passport), proof of address (bank statement or utility bill) and guarantor reference (it may have been agreed that referencing will be conducted by the landlords chosen third party company at the landlords cost). We must be provided with original ID, copies of these documents will not be acceptable (unless notarized).

At the stage that the "right to rent checks" are submitted, the property will be marked as "let agreed" and the tenancy agreement will need to be conducted within 14 days (unless otherwise agreed). When the "right to rent" checks have been returned to Home Estate Agents, a copy will be supplied to the landlord for consideration.

Holding Deposits

You may be required to pay a holding deposit to reserve a property on rental market, this will be the equivalent to one week of the monthly rental amount. The holding deposit is calculated at monthly rental amount, multiplied by 12 (number of months in the year), divided by 52 (number of weeks in the year). Should references and right to rent checks be acceptable, the holding deposit is put towards the first month's rent in advance (for your chosen property). Funds payable to Home Estate Agents should be paid to the below bank account;

BARCLAYS, Sort code 20-79-73, Account number 83132773, Home Estate Agents Ltd

If the payment is being made by card this can take three working days to clear. Card payment can be taken over the telephone or in our office. All client monies paid to Home Estate Agents Ltd will be held in a client account in accordance with Client Money Protection regulations. Please note that all negotiations including any exceptions relating to pets, smoking (etc.) will be noted on the tenancy agreement. It is usual practice for a higher rent to be requested for tenancies where pets are allowed. **Please ensure that you confirm the costs of deposit and rental amounts prior to paying any funds. Should the tenant have provided misleading information, right to rent checks are unacceptable, the tenancy has not been conducted within 14 days (where an extension has not been agreed) or the tenant withdraws from letting the property the holding deposit is non-refundable to the applicant. Please sign and return this form to Home Estate Agents within 48 hours to note you agree to the following;**

- 1) I / We agree that the "the Right to rent" check needs to be conducted.
- 2) I / We agree I/we have viewed the property prior to application and take the property as seen.
- 3) I / We agree that any additional clauses to the Tenancy Agreement must be agreed in writing prior to commencement date.
- 4) I / We agree that all applications are proceeding on the basis that the information they have supplied is correct and will be subject to satisfactory references and right to rent checks.
- 5) I / We confirm that the information provided is not misleading.
- 6) I / We agree that should the information that has been provided to Home Estate Agents be misleading, the right to rent checks are unacceptable, the tenancy has not been conducted within 14 days (where an extension has not been agreed) or the tenant withdraws from letting the property the holding deposit is non-refundable to the tenant.
- 7) I / We agree for Home Estate Agents to send a copy of the referencing and right to rent checks to the Landlord.
- 8) I / We agree consent to referencing being conducted through a third party (at the landlords costs) if instructed by the landlord.
- 9) I / We understand that the rental amount may have changed due to having a pet. The figure of rent will be agreed in the "offer to proceed".

Please note that these procedures apply to all company branches. For more information on Home Estate Agents procedures please refer to our "procedures and information pack for tenants". Please note that we will (where necessary) provide your information to the third party companies that require your data. For more information please refer to our Privacy policy on our website;
<http://www.homeofleigh.com/privacy-policy>.

Name: _____ Signed: _____ Date: _____

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