

TENANCY DECLARATION

ROSS &
LIDDELL

The property people

PROPERTY _____

1. APPLICATION FORM

Complete & return the Tenancy Application Form with the relevant identification, see below:

- Two proof of residency for current address, (utility bills (gas elect etc) or letter from employer)
- Latest three month payslips or last 8 weekly wage slips
- Copy of photographic identification i.e. driving licence or passport

IMPORTANT: Failure to complete all of the above will hold up your application and failure to return within 72 hours will result in the property being re-advertised.

2. RESERVATION

HOLDING DEPOSIT: £250 must be paid in order to hold the property whilst applications are being processed. PLEASE NOTE THAT THIS DEPOSIT IS FULLY REFUNDABLE SHOULD YOU NOT PROCEED WITH THE LET.

We can accept funds by card or bank transfer.

We accept receipt of the tenancy information pack.

NB. If you are a student, receive benefits or are under 21, a Guarantor will be required (i.e. Someone who is resident in the UK and in full time employment however if the guarantor is self-employed then they must provide their accountant details). The guarantor will be treated the same way as the applicant and will also have to supply the necessary documents to enable us to obtain references.

3. REFERENCES

On receipt of your completed application form, we will instruct a third party company called Homelet to undertake a reference search.

IMPORTANT: We cannot progress your application any further until Homelet confirm the references have been accepted.

4. MOVE IN PROCEDURE

Once we have received satisfactory references, we will contact you to arrange a Date of Entry; prior to the date of entry you must ensure the following:

- All applicants (including guarantors) must arrange to sign the tenancy agreement.
- We must receive the balance of the deposit in cleared funds (deposit being a minimum one and half months rent)
- We must receive one months rent, (if you take entry before the 15th of a month apportioned rent will only be due however if you take entry after the 15th of a month apportioned rent plus one full months rent will be due) in cleared funds, Rent is due on the 1st of each month regardless of what date a tenant takes entry
- Complete a Standing Order Form.

At the move in appointment a representative of Ross & Liddell will meet you at the property to complete an inventory check and take meter readings.

UNDER NO CIRCUMSTANCES SHOULD YOU MAKE ANY ARRANGEMENTS WITH REMOVAL COMPANIES UNTIL YOU ARE IN POSSESSION OF THE KEYS.

I HAVE READ AND ACCEPT THE ABOVE:

SIGNED: _____ **DATED:** _____

LETTINGS OFFICE

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