

# You have found a home you would like to rent, what happens next?

- 1 A £250.00 reservation fee must be placed in order for us to approach the landlord with your application. This can be paid by bankers draft, building society cheque, cash or debit/credit card. You will then be given application forms for each individual that will be living in the property (excluding anyone under 18 years of age). These forms must be returned to the office within 24 hours as without them we cannot approach the landlord. Sometimes due to circumstances beyond our control we may receive more than one reservation fee on the same property. If this happens then all applications will be put forward to the landlord. **Please note that a reservation fee does not guarantee you the property as the final decision on any application is that of the landlord and not Archer Bassett.**
- 2 Your application will then be processed by our referencing department who will call you within 48 working hours with an agreement in principal (subject to fully completed application forms and the landlords approval).
- 3 Once the landlord has provisionally accepted your application, we will then apply for the relevant references and you will be invited into the office to sign the tenancy agreements and pay the remaining balance (which is detailed below) within 7 days of placing your reservation fee (subject to receiving satisfactory references).
  - One month's rent in advance
  - Deposit equivalent to a minimum of one month's rent (less any reservation fee paid)
  - The application and referencing charge is £200.00 for 1 applicant & £150.00 for each additional applicant. The guarantor application charge is £150.00
  - A tenancy agreement charge of £100.00. **Unlike other agents we do not charge you for any subsequent tenancy renewals**
  - A check out charge of £120.00 is payable at the end of your tenancy and further details of this will be in your tenancy agreement

\* All our fees include VAT at the current rate

Example based on two adults moving into a house at a rent price of £450.00 per calendar month:

Example	
Rent	£ 450.00
Deposit (minus £250.00 reservation fee)	£ 200.00
Application and Referencing charge	£ 350.00
Tenancy agreement charge	£ 100.00
<b>Total</b>	<b>£1100.00</b>

The easiest way to pay is by bank transfer but we can also accept payment by bankers draft, building society cheque or debit card. Cash, credit cards and personal or business cheques will not be accepted. The application, referencing, tenancy agreement and check out charges are non-refundable and your deposit is only refunded at the end of your tenancy as long as the tenancy agreement has been satisfactorily conducted.

- 4 It is your responsibility to ensure that your possessions are adequately insured. You (and any guarantors) are also required to provide us with the following:
  - Proof of photo identity (passport or new style driving licence).
  - As of 1st February 2016 you must prove that you have a right to rent a property in England by providing **original** documents such as an EEA or Swiss Passport, national identity card, current Visa or Work Permit (other documents are acceptable so please contact a member of the referencing team for a full list).
  - Proof of current address; acceptable forms are: Recent utility bill (including council tax) / Current TV licence / Current mortgage statement / Tenancy Agreement signed and dated within last 6 months / Bank or Credit Card Statements dated within the last 3 months / Letter from the employer on headed paper, signed and dated.

This list isn't exhaustive and our team will review documentation not detailed above. **However, we definitely CANNOT accept:** HM Revenue & Customs documents / NHS medical card / Letters from accountants or solicitors / Mobile phone bills
- 5 If you become a tenant of one of our managed properties then your deposit will be protected by The Dispute Service and you will receive a certificate as proof of this when you sign your tenancy agreements. If we do not manage the property then your deposit will be passed to the landlord who will be responsible for protecting your deposit and providing you with proof, usually in the form of a certificate.

For all referencing enquiries call our dedicated team on 024 7623 7500 from 9am to 5pm or email [referencing@archerbassett.co.uk](mailto:referencing@archerbassett.co.uk)



Archer Bassett & Co Ltd. Registered Office: 477 Holyhead Road, Coundon, Coventry CV5 8HU. Registered in England and Wales: 3488292 VAT No: 705 5029 59


Archer Bassett Ltd. Registered Office: 380 Stratford Road, Solihull B90 4AQ. Registered in England and Wales: 08732608 VAT No: 173 6415 05

5/6 Greyfriars Court  
Greyfriars Road  
Coventry CV1 3RY  
Tel 024 7623 7500

477 Holyhead Road  
Coventry CV5 8HU  
Tel 024 7659 2255

4 Bank Street  
Rugby CV21 2QE  
Tel 01788 553939

380 Stratford Road  
Solihull B90 4AQ  
Tel 0121 270 1888

[archerbassett.co.uk](http://archerbassett.co.uk)  
 @archerbassett