



SAPPHIRE ESTATE AGENTS

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**TENANT INFORMATION SHEET**

The details given below are for your guidance and information, please take a copy and keep in a safe place for future reference.

**ADMINISTRATION FEE:** Once you have viewed a property that you would like to consider for a tenancy, we require a fee of either £250.00 plus vat (total £300.00) for a private let of six months or longer or £450.00 plus VAT for any agreement less than six months (if references are required for more than two people there will be an additional charge of £25.00 plus VAT for each person) or £275.00 plus VAT for a company let. This is in order to reserve the property and remove it from our availability list and acceptance is subject to contract and acceptable references. This administration fee does not oblige the Landlord to Let, or create or constitute a Tenancy Agreement between the Tenant, Landlord or Landlord's Agent. The charge is levied towards costs for taking references and drawing up the tenancy agreement and legal notices. Please note this fee is non refundable should you wish to withdraw from the let or should we receive unsatisfactory references. If a Guarantor is required an additional sum of £50.00 plus VAT will be payable, prior to commencement of the Tenancy, taking up references and preparing the Guarantor Agreement. This fee also covers the cost of the registration of your deposit with a deposit protection scheme. This registration is a requirement by law and the registration fee is £50 plus vat.

**PLEASE NOTE THAT THE PROPERTY WILL CONTINUE TO BE MARKETED UNTIL WE RECEIVE THE TENANT INFORMATION SHEET DULY SIGNED TOGETHER WITH A BANK TRANSFER REPRESENTING PAYMENT OF THE ABOVE.**

The fee can be paid by cash or bank transfer. Should you wish to pay by bank transfer our details are: **NatWest Bank, Sort code 60 21 04, Account Number 49013378 Sapphire Estate Agents/Lettings Ref (your ref – please ensure you use your name or property so the monies can be identified).** These bank details will also be the ones for any standing order you may set up for the subsequent rental.

**REFERENCES:** We use the services of Letsure to deal with all reference matters including one from your Employer (including salary information). If however this needs to be taken up with Workpass payment will be made by the applicant. A reference will also be taken from your previous landlord together with a credit check. Homeowners will be required to provide the latest Mortgage Statement. Additional references may be required as necessary. Failure to supply required information will result in the application being rejected and the administration fee being forfeited by yourself. The reference procedure normally takes between 7 to 14 days to be completed, depending on the response time of your referees. Please note that in order to comply with money laundering regulations we will require proof of your current residency such as a credit card statement, bank statement, mobile phone statement, revolving credit together with a copy of your passport showing photographic identity. **PLEASE NOTE THAT OCCUPATION OF THE PROPERTY CANNOT TAKE PLACE UNTIL WE HAVE RECEIVED THIS INFORMATION.**

Sapphire Estate Agents Ltd

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**DEPOSIT:** A minimum of one and a half month's rental is required, payable by Bankers Draft and the deposit will be placed into an independent Government Protection Scheme. Provided that there are no disputes over unfair wear and tear, damage or dirt or rent outstanding, the deposit will be returned at the expiry of the tenancy. Under no circumstances can this be used as part or all of the last month's rent.

**TENANCY AGREEMENT:** A tenancy agreement will be drawn up for a minimum period of six months. Keys to the property will be handed over at the Inventory Check In, subject to the agreement being signed, first month's rent and deposit being obtained. Please note **all** tenants named on the Tenancy Agreement must sign the necessary documentation before commencement of the Tenancy and keys **will not** be released until this is the case.

**INSURANCE:** It is a requirement that tenants insure their contents prior to commencement of the tenancy

**RENT:** One month in advance, (or quarterly if agreed) payable by Bankers Draft or cheque for the first month/quarter, thereafter by monthly Standing Order.

**EXTENSION/RENEWAL:** Should the tenants wish to extend the term of the original agreement, or subsequent agreements there will be a charge of £100.00 + VAT to cover their share of the cost of preparing documentation, for each and every extension or renewal.

**CHECKOUT ADMINISTRATION:** At the commencement of the tenancy you will be given a copy of the inventory, you are advised to thoroughly check it. On expiry of the tenancy the inventory will be checked out. The inventory must be checked in and out by the same inventory company. The cost of the inventory make and check in will be borne by the landlord and a charge will be payable by the tenants to cover the cost of the inventory check out. If the property has been professionally cleaned with oven and carpets professionally cleaned at the commencement of the tenancy the tenant will be responsible for the same professional cleaning at the termination of the tenancy. If the professional clean is not organised by the outgoing tenant this will be carried out once the tenant has vacated and the cost will be deducted from the deposit held.

**DECLARATION:** I/we have read and agree to the above conditions. I/we confirm that all information given in this application is true and correct to the best of my/our knowledge and hereby authorise Sapphire Estate Agents Ltd to make enquiries of my/ourselves in connection with this application. I/we further understand that this application is subject to contract, credit checks and satisfactory references.

**MAIL:** Please note that Sapphire Estates cannot be held responsible for the forwarding of mail once you vacate the property. Please instruct the local Post Office to re-direct.

**Signed by applicant(s)** ..... **Date** .....

**Print Name**.....

**Property**.....

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