

Dear Tenant,

If you are interested in a property with JH Sales and Lettings, please note the following conditions will apply:

1. On expressing an interest to rent a property, the following will be required:
 - (a) **Completion of a full application form**
 - (b) **Payment of a holding deposit equivalent to one weeks rent**
 - (c) **Completion of holding deposit receipt detailing the deadline for agreement.**
2. References including **full credit check, address history verification, employment reference and previous landlord reference or proof of mortgage statement** will be required prior to tenancy being accepted. In order to comply with Right to Rent regulations, we would need to be provided with a full copy of any prospective tenants' passport.
3. A deadline for agreement date will be detailed in your receipt paperwork. This is the date on which the tenancy must commence and is within **15 days** of the receipt of the holding deposit. Should a tenancy not be entered into by this date, then the application will be rejected, and the holding deposit returned to the tenant within the legal required timescale.

PLEASE NOTE: The holding deposit may be retained by the agent under certain conditions. Should this happen, then a full written explanation will be sent to the tenant within the required legal timescale. This may include failure to comply with the deadline for agreement date or providing incorrect, false or misleading information during application.
4. The deposit in the amount of 5 weeks rent will be payable to the agent on the signing of the tenancy agreement. The first months' rent must be paid to the agent, in cleared funds, on the signing of the tenancy agreement. The holding deposit will be returned to the Tenant or payer of the holding deposit within 7 days of the commencement of the tenancy.

JH Application procedure (cont..... /)

- 5. Within 30 days of commencement of your tenancy, your deposit will be transferred to the DPS custodial deposit protection scheme and the relevant Deposit protection certificate, Prescribed Information and Terms and Conditions will be provided to the tenant.

- 6. On the signing of this document, prospective tenants have also been provided with and signed:
 - (a) Application disclaimer (Using your personal information)**
 - (b) Holding deposit agreement and receipt**

I confirm that I have read and understand the above conditions and have been provided with and signed the documents detailed above. I can confirm that I am happy to proceed with my application.

Print Name:

Sign:

Date: