

# THE RENTAL PROCEDURE AND COSTS

## What is the next step after viewing a property I would like to rent?

After viewing a property that you would like to rent, you must fill in a **Referencing form** which will ask you for details of your current and previous addresses, your past and present employment and your bank details so a reference agency can vet your application on behalf of Cooksleys and the Landlord. The cost of this service is **£75.00** inclusive of VAT per applicant over the age of 18. This fee is non refundable. We will also carry out the Right to Rent checks this will require different ID/paperwork whether you are from inside the EU or outside. We will require to see your passport in person when the application form is submitted. Once this fee has been paid we will take the property off the market until the reference process has been completed.

**7 days from the date your reference form was completed we require a non refundable holding deposit of the**

## What happens once my reference forms are back in the clear?

Once the reference form is returned to us in the clear we can then arrange a move in date with you. However if your form is returned and requires a "Guarantor" (**A UK based resident**) we will forward you another form to give to your chosen guarantor to complete and return to "Cooksleys". There is no charge for the first guarantor form. Once the guarantor form has been referenced and accepted we can then progress with a move in date.

## The final steps to renting a property from Cooksleys...

Once a move in date has been agreed we can then arrange all the necessary paper work – before you move into your new home we will need the following: -

**Photographic ID- Driving Licence, Passport or a Birth Certificate** can be used.

We will also need **proof of your present address** – **Utility bill, bank statement or telephone bill** dated within the last 3 months, We will need to take a photo copy of the above for our records.

We will then inform you of the total costs for renting the property; this is worked out by- 1 Months rent in advance plus an **Administration Fee of £70.00** per applicant over the age of 18 inclusive of VAT.

All monies must be received and cleared before any keys can be released.

We accept debit/credit cards, cash or cheque. **Please note there is a 3% charge for payment made by credit cards.**

If you wish to pay by **Personal cheque** please allow a week in advance of your move in date for the funds to clear

**A BACS payment can be arranged, if required.**

**All lettings are subject to status and references**

**For full details please contact [Mark Reynolds](#) or [Kym Hamilton](#).**

**01392 202220 or visit [www.cooksleys.co.uk](http://www.cooksleys.co.uk)**