

CHARLES HARDING

VALUERS AND ESTATE AGENTS

PROPERTY MANAGEMENT

26 COMMERCIAL ROAD SWINDON SN1 5NS TEL: 01793 430588

TERMS AND CONDITIONS FOR TENANTS

- Your Application cannot be processed until all pages of the Reference Form have been completed and an initial Administration and Reference Fee (**non-refundable**) paid to Charles Harding Property Management has been received
- All transactions are subject to contract
- Each Tenant aged 18 years and over is required to complete a Reference Form
- Failure to return the Forms within 48 hours will result in the property being re-marketed and your Reference and Administrative Fee will not be refundable if the property is re-let
- Completion of Referencing Application Forms is not an offer of Tenancy and no offer of Tenancy will be made until satisfactory references have been received and approved by the Landlord
- Your Application will take a **minimum** of two working days to process and Charles Harding Property Management cannot be held responsible for delays or personally pursue any aspect of the Application which maybe outstanding to ascertain the Reference
- Charles Harding Property Management cannot enter into any discussion or correspondence concerning replies to References or rejected Tenancy Applications
- The initial Reference and Administrative Fee will not be refunded if you withdraw for any reason if satisfactory references are not obtained or if you are unable to provide a Guarantor should a Guarantor be recommended to secure Tenancy
- In the event that a Guarantor is required an additional Administration and Reference Fee will be applied
- Your Fee will be returned in the event of the Landlord withdrawing from the transaction
- Before commencement of Tenancy an amount (**in cleared funds**) will be payable by the tenant(s) prior to commencement of the Tenancy equating to one months rent in advance plus one months rent + 20% (unfurnished) or 50% (furnished or pets) Dilapidation Deposit
- If in the event of a Tenant being replaced by an additional person(s) then an Administration and Reference Fee will apply per person plus the Fee for the preparing of a new Tenancy Agreement and Inventory
- On lets of less than six months in addition to an Administration Fee the Tenant will be required to pay the Fees for the preparing of a Tenancy Agreement and Inventory
- All Tenants are recommended to have Contents Insurance

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