



HOLLOWAY



ESTATE AGENTS * LETTING AGENTS * RESIDENTIAL & COMMERCIAL

35 SOUTH STREET BRIDPORT DORSET DT6 3NY

www.e-holloway.co.uk TEL: (01308) 422121 E-mail: sales@e-holloway.co.uk



TENANTS INFORMATION

Properties available: are advertised locally and on our web site www.e-holloway.co.uk and displayed at our town centre office.

Applying for rentals: by email: sales@e-holloway.co.uk, by letter or by telephone 01308 422121 or in person at our office. Viewings are accompanied.

Credit references: in order to rent a property you will be required to complete a credit reference.

A non-returnable charge of £75.00 per person or £115 for couples is made on receipt of the completed reference forms.

The property will be reserved until the references are verified. Should the references be unsatisfactory or you decide not to proceed further the reference charge will not be returned as costs have been incurred.

Personal references regarding employment and previous renting are also required.

Upon Acceptance: When accepted by a prospective landlord you will need to pay the Shorthold Tenancy Fee of £96.00. Tenancies are usually for an initial period of six months. After the initial six months the tenancy maybe renewed for a further six months at a cost of £50 or the landlord may agree to allow the tenancy to continue on a month by month basis. Details will vary according to the particular tenancy and it is recommended that you make yourself familiar with the terms.

The completion of applications does not bind the landlord or Holloway Estate Agents to grant a tenancy.

Before moving in you will be asked to sign the Tenancy Agreement, pay the deposit (usually equivalent to one and half month's rent), one month's rent in advance, and the £96.00 for the tenancy agreement. Please note that payment should be made either by cash, banker's draught or if by cheque 5 working days should be allowed for the cheque to clear. **Debit or credit cards are not accepted.**

You will then receive keys and an inventory of the premises which, if disputed, must be notified within 3 days.

A copy of the Agreement signed by the Landlord will also be given either at the same time or soon after.

Deposits are held in the Tenancy Deposit Scheme. A deposit certificate is issued.

We are members of the National Approved Lettings Scheme, NAEA Clients Money Protection Scheme and the Property Ombudsman Service.

LANDLORD INFORMATION

Tenant finding Service

Our charges are calculated on 2 ½ weeks rental to introduce a tenant approved by you.

Collecting rentals and property management are charged at 10%, calculated on the actual rental.

The first month rental is collected and charged at 10%.

The deposit to be registered with the Tenancy Deposit Service charged at £20.

Rent Collection management

The rental finding fee is calculated on 2 ½ weeks rental.

Trade invoices regarding the property are processed at £12. Requested property inspections and consultation are charged at £60 per hour.

An inventory can be undertaken, depending on the size of the property this will cost from £50 - £100.

Utilities Charges – £24.00 if carried out at a property unless incorporated with an inventory.

The collection of rental and management services are charge at 10%.