

SHILLAN

RESIDENTIAL SALES & LETTINGS

TENANT INFORMATION

At Shillan we believe that looking after our Tenants is just as important as looking after our Landlords. We look to offer an honest and professional service from the initial viewing stage right through to the time you leave our properties.

Once you have seen a property through Shillan that you wish to take, we will ask for a £250 holding deposit which will hold the property whilst references are taken. We will ask you to complete an application form from our referencing company, Homelet. This will ask for information such as where you have lived and worked for the last three years and details of current landlord or letting agent if applicable. They will also do a credit check.

Once you have returned these forms and paid your holding deposit the reference will normally be back in less than 24 hours, although it may be longer if you have lived abroad until recently or if employers etc are difficult to contact. If you are not deemed as acceptable by Homelet we will contact the owner of the property and ask if they are still willing to let to you. They may decide still to accept you as a tenant but may ask for an increased security deposit or a guarantor. If the landlord decides not to continue with your application for any reason after the references have been taken, your holding deposit will be returned less the £90 including vat cost of your reference. If you decide not to take the property the holding deposit will not be returned.

Once this process has been completed we will book a check in date for you and prepare the Tenancy Agreement for you to sign.

You will need to pay the balance of the money due in cleared funds before the check in date. You can pay by personal cheque as long as there is adequate time for it to clear. Otherwise you will need to pay by bankers draft or building society cheque, cash or bank transfer. This amount will consist of one month's rent in advance, a month and a half as deposit, £90 including VAT per reference taken and a fee of £348 including VAT which includes check in and check out by a professional inventory company as well as changing over of utilities. The holding deposit that you have paid already is deducted from the final balance.

On the day of your check in we will meet you at the property, we will ask you to check off your inventory, agree it and then we will hand over the keys to you. Your rent will be due on the date that you moved in every month.

If we are asked to provide a reference for you either during or after your tenancy there will be a charge of £60 including VAT for it to be completed.