



# PHILIP · JAMES · ESTATES

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## Referencing Terms and Conditions

Each Tenant over the age of 18 must be referenced by completing the HomeLet application form and must be named on any Tenancy.

### Details required

- 1) Current address including previous addresses for period of three years.
- 2) Current employment details including contact for reference.
- 3) Current Landlord / Managing Agent if currently in rented accommodation.
- 4) Guarantor details if applicable.
- 5) Proof of address in the form of a utility bill or bank statement less than three months old.
- 6) Proof of ID in the form of Driving Licence or Passport. – copies will be required to be taken and retained by this Agency.

To secure property and commence referencing the following will be required:-

An administration fee of £360.00 inc vat will be payable. This sum is non refundable unless the Landlord withdraws the property from the market, or decides not to accept you on completion of satisfactory HomeLet references. Payment can be made cash or debit card. If a credit card is used then there will be an admin charge of 3% of the amount to cover our costs.

**IMPORTANT :- THIS SUM IS NOT REFUNDABLE SHOULD YOU FAIL THE CREDIT CHECKS THAT ARE REQUIRED TO ALLOW THIS AGENCY TO PROVIDE THE RENT GUARANTEE POLICY FOR THE TENANCY. NOR IF YOU DECIDE NOT TO PROCEED.**

Upon receipt of the Administration fee the property will not be offered to any other applicants via this Agency.

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