

INTERESTED IN RENTING THIS PROPERTY?
**PLEASE READ THIS BEFORE COMING INTO THE OFFICE AND BRING
THE NECESSARY WITH YOU**

Here's what you need to know and need to do next: -

- 1) Visit our office in Stowmarket to complete the tenancy application forms. Shorts are at 95 Ipswich Street, IP14 1BB opposite the Public Car Park near the Cinema. It will take around 30 minutes to complete the forms.
- 2) You will be required to pay a holding deposit to secure the property in the sum of one weeks rent (maximum). We do not have a card machine, so this will need to be paid either by cash or bank transfer. Our bank details are:- Sort code: 30-94-55. Account No: 10540462.
- 3) Please complete the application form honestly and correctly.
- 4) We employ Vouch Referencing Co. who will conduct a credit check, employment reference as well as a previous landlord's reference (where applicable).
- 5) You will receive an email from Vouch shortly after making your initial application in the office, please follow through the relevant steps to complete your application online.
- 6) Referencing usually takes around a week (normally quicker) once all of the information has been supplied by you. The more efficient you are with providing the relevant information the quicker the referencing can be completed.
- 7) Take with you TWO proofs of identity (preferably your passport), if you do not have a passport, then driving licence and birth certificate are required for all people who will live at the property. These will be photocopied by Shorts.
- 8) Take with you proof of residency at your current address which must be one of the following: - a utility bill, council tax bill, mobile/phone bill, credit card statement. The document must be less than 4 months old. The document can be supplied after you have paid the holding fee but this will be required by Shorts within 48hrs of application.

What happens next?

- 1) References will be taken up and if satisfactory, congratulations... we move on to the next stage (no.3 below).
- 2) If references are unsatisfactory or something comes up which you have **failed to declare** (a CCJ or income not enough to pass the referencing) your application will fail. A guarantor may be required if the landlord agrees.
- 3) Sometimes, details need to be clarified or we are waiting for something outstanding to be returned (normally an employer's or previous landlord reference) and we will ask you to follow this up.
- 4) Prior to the start of the tenancy you must: -

- Agree a moving in date (with Shorts) which will be acceptable to you and the Landlord.
- Sign and return the tenancy agreement to Shorts.
- Pay your first month's rent in advance.

Rents are due on the 1st of the month therefore any tenancies commencing after the 15th, a pro-rata amount will be requested from the commencement date to the end of the month, plus the next full month's rent.

- Pay in addition to the rent, a damages deposit equivalent to five weeks rent. The damages deposit will be held for the full duration of the tenancy in a protected Tenant's Deposit Scheme and will be returned to you in full or in part after the tenancy has ended, subject to there being no damage to the property or arrears of rent. Disputes are dealt with by the scheme. If pets are allowed in the property you will be expected to have all carpets professionally cleaned at the end of the tenancy by one of Shorts approved contractor. Ask Shorts for full details.
- The initial payment of rent and deposit should be made to Shorts, either in cash or by bank transfer, so that we may see cleared funds on account before the release of any keys.
- Thereafter, payments of rent must be made monthly in advance by Bank Standing Order only. Shorts will help you to set this up by making sure that you complete the right form.

Still unsure?

Sarah or Joe will be pleased to help you on 01449 616666 or by email at lettings@shortspropertypeople.co.uk