CLARKE'S
Sales & Lettings Ltd

Tel: **01637 881470**
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Union Square • St. Columb Major • Cornwall • TR9 6AP

email: enquiries@clarkessalesandlettings.com

Dear Prospective Tenant.

Please complete the attached referencing form and return it to the office. With the completed form, please also bring TWO forms of identification. One should be a photograph form if possible. Failure to provide identification will result in your application being rejected.

You will also need to bring £350.00. This is for:-

Administration and referencing: £250.00 inc VAT (**NON REFUNDABLE UNDER ANY CIRCUMSTANCES**). Please be aware that additional referencing will incur an additional charge.

Guarantor & additional tenant will incur an additional £25 charge per person.

Holding Deposit: £100.00. This amount is non refundable if you withdraw your application. However, if the landlord withdraws the property, then the £100 will be refunded. Otherwise, the £100 holding deposit will stay on your account and will come off your deposit total at the beginning of the tenancy.

We will start the referencing procedure when all forms are completed and ID provided. The result can take between 3-10 days, depending on your circumstances and whether you require a guarantor or not.

To take up the tenancy, you will need to *come into the office* to sign your agreement. You will also be required to pay your first month rent in advance, along with the remainder of your deposit (don't forget we already have £100 towards this on account for you). This money must be in CLEARED FUNDS, so cash on the day, or debit card.

We will try to accommodate all moving in dates; however, the safety of our tenants is of paramount importance. To ensure this, all of our properties have stringent health and safety checks conducted on them and certificates to confirm this. Therefore, an intended move in date may be delayed.

If you require any further information, please contact the Lettings Department and ask for Claire, Lisa or Kirstie.

Applicant Signature………………………………………………………………

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Directors: E. P. Clarke & L. Clarke
Registered in England & Wales No. 6362895
Registered Office: Clarke's Sales & Lettings Ltd
35 High Cross Street, St. Austell, PL25 4AN

www.clarkessalesandlettings.com