

Now you have chosen the right property for you, the next stage is...

Stage 1- Pay administration fee £160 per person- this takes the property off the market.

Stage 2- Complete and return your application form along with proof of ID (passport or driving license) and proof of address (this must be a recent utility bill). If you are a student must also provide your student ID. This must be returned within 3 working days otherwise the landlord may choose to put the property back on the market.

At this stage we submit your application forms to our credit referencing agency who will return a report to us either stating Acceptable, Acceptable with a Guarantor, or Declined, dependant on their findings. To avoid any delays please ensure you provide all of the correct information. This process usually takes 2-3 days however it can take longer if the agency has difficulty contacting your referees. To be considered acceptable your income will need to be 2.5 times that of the annual rent, 1.5 to be acceptable with a guarantor and a guarantor must be earning 3 times that amount and be a property owner. One of our staff will go through all of this with you when you initially come into our office.

Stage 3- If you are acceptable we will write to you and confirm the amount that you will have to pay and advise you of the check in details. This will be the first month's rent in advance + deposit (equal to six week's rent) + inventory fee. The landlord will pay for the inventory to be drawn up and the landlord and tenants pay half the cost of the check in and check out each. This money must have cleared our account before the tenancy can be signed.

Please note if the landlord has given permission for you to have a pet at the property you will be required to pay an extra £200 deposit and sign a pet deed.

This can be paid by bank transfer (minimum 3 working days clearance, personal cheque or banker's draft (minimum 7 working days clearance). We will soon have the facility to pay by card.

Stage 4- Once we receive your deposit payment we will register it with the Tenancy Deposit Scheme of which we are members.

Stage 5- If you require a guarantor we must have received completed acceptable references on your guarantor and a signed and witnessed Deed of Guarantee.

Stage 6- On the day that your tenancy commences you will be required to attend the property at a pre-arranged time to meet the inventory clerk whilst they carry out the check in. Following that you be required to complete a standing order mandate for future rent payments. At this time you will be given a tenancy deposit certificate.

Stage 7- We will endeavour to notify the utility providers of gas and electric and also Southern Water and Brighton & Hove Council Tax department of a change of occupier, however this is your responsibility and you are advised to contact them also. Tenants are responsible to pay all of these costs.

Stage 8- We will give you the Prescribed Information, Tenancy Agreement, Certificate of Registration for your Deposit, Energy Performance Certificate, Landlord's Gas Safety Certificate.

All of the information will be held in accordance with the Data Protection Act 1998.