

Tenant Fees and Application Procedure

If you wish to apply to rent a property from us please see below the procedure:

Hayes charge the following fees in respect of administration and references:

Single Applicant – £130 (inc vat)
Two Application - £260 (inc vat)
Each applicant thereafter £130 (inc vat)
Guarantor - £60 (inc vat)

A tenancy will be offered to you subject to contract and more specifically, subject to the following conditions:

- A fully completed application form has been submitted together with the appropriate fee.
- Payment of £200 (minimum) Holding Fee to reserve the property. You will be asked to pay this at the same time as the Application fee
- The Landlord has accepted the offer
- A satisfactory search has been carried out by an independent credit referencing agency (Homelet)
- Satisfactory references have been obtained

The holding fee of £200 you will be required to pay with the application fee. Upon receipt of which the property will be reserved for you. In some instances in order to reserve a property you may be asked to pay a higher Holding Fee or occasionally the full Deposit. If you are successful then upon commencement of the tenancy the Holding Fee will be used as part of your first rent payment to the landlord.

The Application Fee and Holding Fee (and Deposit if taken) become non-returnable unless the landlord withdraws the property due to their own unforeseen circumstances. If you choose to withdraw after acceptance, or undeclared adverse information is uncovered during referencing, then you will forfeit all fees (plus a reasonable proportion of the Deposit, if taken, which reflects the landlord's lost rent for the period between provisional acceptance and the date of rejection).

Before moving in to a property payment of the first months rent and deposit must be made by bank transfer, debit or credit card (handling charge applies to credit cards). Funds must be cleared before keys can be released.

If in any doubt as to what is included within the let (i.e. furniture, appliances etc.) you should seek further clarification prior to submitting your application.

You may be asked to provide a guarantor in some cases. Please note a guarantor fee of £60 (inc vat) per guarantor would then be payable.

The tenancy you are applying for is a fixed term. If after the expiry of a fixed term both parties wish to extend the tenancy, a fee of £60 (inc vat) will be payable for renewing or extending the tenancy agreement on each occasion, irrespective of the length of the extended period or the type of agreement. The full cost of any extension is £120 (inc vat), however you share this cost 50/50 with your landlord.

Details of our fees will be provided again within the application form. Which all applicants must complete and sign as standard.