



TENANCY INFORMATION

The initial application begins with the completion of the Bowen Son and Watson Letting Application form, Agreement to Lease contract and Reference form with payment of a holding deposit equivalent to one weeks' rent.

Three items of identification are required for our due diligence and the referencing process being:

- **Proof of current address (e.g. utility bill, phone bill, credit card statement less than 4 months old);**
- **Photo I.D. (e.g. passport, driving licence. Under the Immigration Act 2014 a passport is required for all non-EU residents along with proof of residency)**
- **If you are not on the public electoral roll an additional utility bill will be required.**

Referencing responses vary but are normally returned within 7 working days. During this time the Landlord will be advised and provided with all information supplied and asked to provide a decision as quickly as possible.

Holding Deposit

A holding deposit is required in consideration of the landlord agreeing to process your application and stop advertising the property for the prospective tenant. The Agreement to Lease document describes the circumstances in which this deposit may or may not be refunded. The holding deposit will be credited towards the first month's rent if your application is successful.

Application Accepted

An appointment will be made for you (and Guarantor if applicable) in the office to sign the assured shorthold tenancy agreement. The following will be payable upon signing the tenancy;

- One month's rent payable in advance.
- Deposit payable in advance will be equivalent to 5 weeks rent (exact amount will be advised)

Permitted charges in accordance with the Tenant Fee Act 2019 for an Assured Shorthold Tenancy

- Holding deposits (a maximum of 1 week's rent);
- Deposits (a maximum of 5 or 6 weeks depending on the rental amount)
- Change of sharer (tenants request) capped at £50 incl. VAT per replacement tenant;
- Variation of contract (tenants request) capped at £50 incl. VAT per agreed variation;
- Early termination (tenants request) capped at the landlord's reasonably incurred costs plus all rent due under the tenancy until the start date of the replacement tenancy;
- Utilities, communication services (e.g. telephone, broadband), TV licence and council tax;
- Late/Unpaid rent - Interest up to 3% above Bank of England's annual percentage rate;
- Reasonable costs for replacement of lost keys or other security devices;
- Contractual damages in the event of the tenant's default of a tenancy agreement; and
- Any other permitted payments under the Tenant Fees Act 2019.

Bowen Son and Watson is a member of and covered by the RICS Client Money Protection and all deposits are protected by TDS (The dispute Service Limited). Bowen Son and Watson is also a member of PRS (Property Redress Scheme) and licensed with Rent Smart Wales.

Bowen Son and Watson is committed to protecting and processing your personal data in accordance with General Data Protection Regulations and the Data Protection Act 2018. Our applicant privacy notices are available upon request from our offices or via email to admin@bowensonandwatson.co.uk