



Michael Antony Lettings
49-50 New Road, Chippenham
SN15 1HL

Tel: 01249 653000
E: lettings@michaelantony.co.uk

Thank you for choosing a property with Michael Antony.

- ✓ Please read all pages thoroughly.
- ✓ Once we have received the full administration and reference fees we will cease viewings at the property.
- ✓ **Please complete the 'terms of offer'** thoroughly so we can process it as quickly as possible for you.
- ✓ Please be aware this application does not guarantee your tenancy.
- ✓ A tenancy is confirmed once the contracts have been signed and dated.
- ✓ Please ensure you are familiar with the Tenant Fees on the reverse of this page.
- ✓ If a guarantor is required they must complete the guarantor section of the offer form. They will be asked to sign an agreement to guarantee the financial commitment of your tenancy.
- ✓ Once you have completed your forms please return them to our tenancy administration team, either via email to: lettings@michaelantony.co.uk or by dropping them into our offices.
- ✓ To submit the application we will need a copy of your original passport and visa (if applicable) along with a utility bill showing your current address (less than 3 months old) Please talk to our tenancy administration team if you cannot supply this and we can advise you of your alternative options.
- ✓ As per recent government guidelines, we also attach a copy of the governments "How to Rent Guide". We require acknowledgment of receipt of this.

We hope your application is successful and we look forward to setting up your new tenancy with us.

PLEASE RETAIN THIS INFORMATION FOR YOUR RECORDS

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TENANTS FEES

- ❖ **Rent**
Rent is paid in advance
- ❖ **Deposit**
The deposit is paid in advance of the tenancy start date
- ❖ Tenant contribution to the Tenancy Agreement and Administration Costs **£280** (VAT inc) per Tenancy agreement
- ❖ Reference check by independent company **£50** (VAT inc) per Tenant
- ❖ Guarantor fee **£80** (VAT inc) only if required
- ❖ Company Reference check **£96** (VAT inc) Company or Business
- ❖ **Inventory** **Charges vary according to the property size and independent clerk £ POA**
- ❖ Check In **£50**
- ❖ Correspondence charge (as a failure to comply with contractual obligations) **£60** per item
- ❖ Loss of keys **£50** minimum charge (VAT inc)
- ❖ Non- Emergency call out- such as missing keys **£75**
- ❖ Addendum to the agreement as per requests to amend Standard clauses **£25.00**
- ❖ Late Payment Interest (The Landlord reserves the right to charge daily interest at 3% over the Bank of England's base rate on any unpaid rent) **3%** (minimum **£60**)
- ❖ Renewal Fee (per fixed term) **£96**

❖ **Our Account Details: HSBC – Michael Antony Lettings Ltd** **Acc No: 73663647 Sort Code 40-17-17**

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