

HOW TO APPLY

Viewings

To view any of the properties listed here, please contact our office, in person or by phone, during normal opening hours: *Monday – Friday 9am-5pm* OR email us at mail@click-let.com. We can offer viewings *Monday – Saturday between 9am-7pm*. You will need to make your own way to the property so please ensure you find out where you are going ahead of the appointment. Our website has links to maps of all our available properties. Our viewers have a busy schedule of viewings throughout the day and may not be able to wait for you if you are late. Please note you must view a property in person before placing a deposit.

Reserving a property

If you decide you wish to apply for the property you can pay a £200 holding deposit. This will be deducted from the full deposit balance due. Once this has been paid the property will be *immediately withdrawn from advertising* while your application is processed. Please note where cancellation is the fault of the tenant, e.g. providing misleading or false information or deciding not to proceed, the landlord or agent is entitled to hold back from any refund of prepayments a reasonable sum to cover the costs incurred.

Referencing

All applicants must complete an application form and pay a non-refundable application fee of £75. All tenants will be subject to a credit check, employment and current Landlord checks.

A Guarantor may be required in some instances for a tenancy to proceed. A surety or rent guarantee is generally used whenever the tenant's ability to pay the rent is in question or where there has been a frequent change in employment or indeed a gap in the tenant's employment history. All applications are subject to the approval of the landlord.

Insurance

Our advice is always to ensure that you have an appropriate insurance policy in place before moving into your chosen property. This is good practice because:

- Your landlord will have no liability for any of your personal possessions. This means that their insurance will not cover any items which belong to you and, as such, they will have no responsibility in the event of any loss.
- As a tenant you agree to be liable for the cost of any repairs which are attributable either to your own fault or negligence or that of any guests.

Therefore we strongly recommend that all of our tenants arrange insurance which provides cover in both

of these instances. Further details available on request.