

Dandara Jersey Lettings

If you would like to make an

OFFER TO RENT

The Property you have viewed, please complete the enclosed forms:

Property Details

Reference: _____

Address: _____

Deposit Payable: _____

Administration Fee: _____ (see charges overleaf)

Monthly Rent: _____

Applicant's Name: _____

Telephone: _____

Contact at Dandara: _____

Telephone: _____

Your Application

Firstly, you will need to complete the Personal Application form. Please note that EACH tenant needs to complete one of these forms – further copies are available on request.

Please ensure that all sections are completed in full to avoid delays in processing your application – it can sometimes be helpful to inform your referees that they will be contacted and asked to provide a written reference.

Your references will be taken up by our credit referencing agency. Once your references are complete we shall contact you to arrange the signing of your tenancy agreement, and payment of your deposit and first month's rent.

- One reference must be from the current employer. The letter must be on company headed paper.
- The second reference can be from a doctor, previous landlord, or someone with a professional background. The letter must show their name, address, telephone number and relationship to the proposed tenant.
- We also require the name, address and contact number of the previous landlord. We will contact the previous landlord for a verbal reference.
- The tenant must be able to pay the monthly rent by standing order. The Landlord will not accept the monthly rent paid by cheque or cash.
- All the above must be received by Dandara Jersey Lettings prior to occupation of the apartment.
- Credit check carried out with Chancellor's Debt Recovery Limited.

Charges

For each tenancy application you are required to pay a non-refundable administration fee in order that we may seek references and start the application process. This fee also covers the costs of setting up tenancy agreements. The fee payable in this instance is as follows and should be included with your completed application forms:-

Application Charge – 10% of the monthly rental cost + GST

Deposit

A security deposit, equal to one month's rent is payable on all tenancies. Please note that this must be paid to us, in cleared funds, before your tenancy can commence.

The deposit is held by your Landlord or ourselves and is designed to protect against dilapidations, damage to the Property and Landlord's possessions. It is held in conjunction with the Inventory and Schedule of Condition as compiled prior to the start of your tenancy. At the end of your tenancy, the deposit will be released back to you, subject to the Property being left as described in the Inventory and Schedule of Condition.

Rent

Rent is payable monthly in advance by standing order, and is due on the same day of each month from the day your tenancy commenced (e.g. if your tenancy commenced on the 5th January, you would become due on the 5th of each and every month).

Insurance

As with your own home, it is your responsibility to insure your own contents. We would also recommend insuring yourself against accidental damage to your Landlord's Property, fixtures and fittings, in order to protect your security deposit in the event of an accident.

Utility Bills

It is your responsibility, as the Tenant, to inform all utility companies of your start date at the Property and arrange for a takeover of the service.

Parish Occupier Rates

All Tenants are responsible for the payment of parish occupier rates during the Term of the lease.

Invoices will be issued at the end of the Term, when payment will be expected in full, direct to the Landlord.

