

HOW DO I GET THE PROPERTY ?

1. **RESERVATION** - Pay the tenant administration fee to reserve the property. Each tenant must pay the administration fee. **We will reserve the property for you for up to 2 weeks. You must pay the deposit and complete all necessary forms within the reservation period. (NB The administration fee is non refundable.)**
2. **APPLICATION FORMS** – You will receive an email from our reference company Goodlord. Please click on the link and follow the instructions. You will be asked to fill out your details on a secure online system. Please ensure you provide current employer and Landlord / Agent details to avoid delay. If we have requested a guarantor they will also be asked to complete their details online. Referencing can take between 3-5 working days. You will be asked to pay your rent and deposit monies (please see our bank details as below).
3. **TENANCY AGREEMENT** – Once referencing has been completed and approved, you will receive the tenancy agreement which will be sent to you via email for you to sign. If you have a guarantor they will also receive an agreement to sign.

HOW MUCH IS THE ADMINISTRATION FEE ?

No of Beds	1 st Tenant	Each Additional Tenant	Each Guarantor	NB ALL FEES ARE INC VAT The administration fee paid is for holding the property for you plus our time and costs to secure the tenancy agreement on the property for the tenants. Until that work is complete the tenants do not have any rights to the property. Our time and costs include gathering information on tenants and guarantors and making reference checks, collecting and administering deposit payments as well as preparing and co-ordinating signing of the tenancy agreement itself.
1	£180.00	£90.00	£90.00	
2	£210.00			
3	£300.00			
4	£330.00			
5	£450.00			
6	£570.00			

ARE THERE ANY OTHER FEES ?

Clarkes ask our Landlords to pay the full cost of Check Ins, Check Outs, and Tenancy Renewals. However if they are unable to, some of this cost will be passed onto the tenant and will be itemised with the property particulars and will be no more than £150 Check in, £180 Check Out and £60 Renewal. A Non Emergency Call Out is charged at £60. Early Release from the Tenancy is 65% of one months rent. A Tenancy Variation (eg change of rent date) is £90. Cancelled inspection or maintenance appointments are £30. All fees are inc VAT.

HOW DO I PAY?

Internet Banking

Add a reference to your payment including part of your name and part of the property address

Acc No. **73663248**

Sort Code: **40-13-06**

Pay Online

Go to the payatrader website, enter our Account ID and your card details.

www.payatrader.com

Account ID No.

106703101

Add 3% Handling Fee

Cash or Cheque

Pay at our office at:
696 Wimborne Road
Bournemouth
BH9 2EG

Cheques only accepted if cleared in time.
Cheques Payable to:
Clarkes Properties Ltd

CARD PAYMENTS

You can pay by card over the phone but please note there is an additional handling FEE fee of 3%

Call 01202 533377
Add **3% Handling Fee**

