

## HOW DO I GET THE PROPERTY?

- 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.)**
- APPLICATION FORMS** – You will receive an email from Goodlord, our referencing agent, with a link on where to electronically fill out your application form. Please supply your guarantor’s email address on the application when prompted. Your guarantor will then receive an application to fill out, via email. Application forms must be filled out as quickly as possible. **(NB Your guarantor must be a UK homeowner and earning 3x your yearly rent. If your guarantor does not pass referencing, you will need to supply a new guarantor and pay £60.00 inc VAT for the referencing of the new guarantor).**
- TENANCY AGREEMENT** – All tenants must sign the tenancy agreement via Goodlord. We will finalise the tenancy agreement once we have received your deposit. **(NB The property isn’t secure until the tenancy agreement is finalised.)**

## HOW MUCH IS THE ADMINISTRATION FEE FOR STUDENTS?

Fee PP (inc VAT)	
£230	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.

## ARE THERE ANY OTHER FEES ?

Clarkes ask our Landlords to pay the full cost of Check Ins, Check Outs, and Deposit Release. 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 £240 Check in, £240 Check Out and £60 Deposit Release. Non Emergency Call out is £60 and Tenancy Variation (eg change of tenant) is £120. Cancelled inspection or maintenance appointments are £30. All fees 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**

### 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**