

Maxgate Properties Lettings – Information for Tenants

To reserve a property, you need to complete an application form and give proof of identity and residency. You will also have to pay a holding deposit (normally the equivalent of one month's rent). The deposit will be held by Maxgate Properties and used as the first month's rent. We will then cease to market the property. The holding deposit is only refundable if the landlord withdraws the property from the market and does not fall within the Tenancy Deposit Scheme or any other approved Tenancy Deposit Protection Scheme

We are required to obtain personal and financial references. If a guarantor is required, they will also have to undergo referencing. On receipt of satisfactory references, a tenancy agreement will be drawn up.

An Administration Fee of £150 plus VAT is chargeable to cover the Referencing and Tenancy Agreement costs.

A Deposit, **equivalent to one and a half months' rent** is required to cover breakages and dilapidations. This is payable prior to the tenancy start date. If the property is managed by Maxgate Properties the deposit will be held by Maxgate Properties as Stakeholder and registered with The Tenancy Deposit Scheme, a government approved Tenancy Deposit Protection Scheme. At the end of the tenancy the deposit is returned to you less any agreed deductions. If the landlord manages the property Maxgate Properties will confirm the scheme in which the deposit will be held.

At the end of the tenancy we are required to carry out a Check Out inventory to ensure that the property is left in the same condition as when the tenant moved in. The fee, paid prior to the end of the tenancy is £75 plus VAT for an unfurnished property. The fee for a furnished property will depend on the size of the property but will be no more than £150 plus VAT.