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Simply Let, Alton House, 4, Ballifeary Road, Inverness, IV3 5PJ

Prospective Tenant Information

Now that you have seen a property you like and wish to rent, here is how to apply for the tenancy:

You will already have been informed of the following:

Your Income from employment

Your application will be considered against several factors, an important one being the 'affordability ratio' - that is, how much you earn compared to the rent.

The ratio we use is a factor of 30 x the monthly rent compared to your gross salary e.g. if the rent is £500 pcm, the amount you earn each year before tax would need to be £15,000 and from a job where you are on a permanent contract.

If the rent is £750pcm, your salary would need to be £22,500;
£1000.00, salary to be £30,000 etc

Your Income from SELF employment

If you are a Director of a Limited Company, a sole trader or in a business partnership you are classed as 'Self-employed' and **MUST** have **TWO** years accounts which have been filed with HMRC by your accountant showing the affordability ratio (30 x the rent) in relation to profits.

You should note that if you have ever been declared bankrupt, or have outstanding CCJs or a bad credit profile, we will **not** be able to offer you a tenancy. **Please do NOT apply.**

Similarly, we cannot offer a tenancy to applicants who smoke, even if only outdoors, as the smoke odour permeates fabrics making the property more difficult to let after you leave.

STEP 1

- Request an application form from Simply Let (one per tenant) or download one from our [website](#)
- Complete the form fully and legibly (incomplete, illegible and unsigned forms will not be acceptable)

NB accepting an application form/s from you does not imply that you are being offered the tenancy of the property.

STEP 2

- Hand in, [e-mail](#) or post your application form/s to us ASAP
- Our Lettings Manager will assess the information on the form and if all is well, will contact you promptly to request the following-
 - Two forms of ID for **each** applicant (a valid passport or full photo driving licence and a recent utility bill, Council Tax bill, credit card statement or bank statement to confirm your address)
 - Payment of 50% of the deposit to 'hold' the property for you for FOUR working days. *Payment can be made by debit card (1% handling fee) or cash. A credit card will incur a 3% handling fee.*

STEP 3

- We will then e-mail each applicant log-in details to an external referencing agency (we currently use HMS Referencing but this can change).
- *Check your SPAM folder.*
- Use the log in details to complete the on-line referencing application ASAP.
- We will only 'hold' the property for you for a further **four** working days once we have sent you the email referencing link and would wish to have a signed tenancy agreement in place by then(if your application is approved).

STEP 4

- Assuming the application/s is successful, we will agree the start date and the tenancy term with you and prepare the Tenancy Agreement
- We will ask you to call in to our office to sign the agreement.
- We will require the cleared monies re the balance of deposit and the first rent payment before the tenancy commences
- If we don't have in place a signed Tenancy Agreement within four days of taking your holding deposit, re your application, we may continue to market the property as we have a duty to our client to let the property quickly.

We will prepare a digital inventory of your new property and its contents recording the condition of the property at the start of your tenancy.

We will e-mail this to you.

We will arrange to meet you at the property on the start date of your tenancy (or shortly after if you want that) to hand you the keys, show you where everything is, and to allow you time to check the property against the inventory in our presence.

A useful checklist when you are looking at properties:

My notes....

Type of heating?		
Garden?		
Garden shed?		
Bike/pram storage?		
Garage?		
Furnished?		
Dishwasher?		
Washer dryer?		
Washing line /rotary drier?		
Pets allowed?		
Double glazed?		
Satellite dish?		
Bus route?		
Parking?		
Broadband connection?		
Mobile phone signal?		
Who manages tenancy		
Who deals with repairs		