

Your application begins with the completion of this form and the following items of identification are required for our due diligence and the referencing process being:

- Proof of current address (e.g. utility bill, phone bill, credit card statement less than 4 months old); AND Photo I.D. (e.g. passport, driving licence).
- Since 1 July 2021, EU, EEA and Swiss citizens have had to evidence their rights in the UK, including their right to rent, either using their online immigration status (eVisa) or with a physical immigration document (excluding Wales).

## Application accepted

Sign an Agreement to Lease contract with payment of a holding deposit equivalent to one weeks' rent prior to referencing checks via Canopy. Referencing responses vary, usually returning within 7 working days. During this time the Landlord will be advised and provided with all information supplied and asked to provide a decision as soon as possible.

*A holding deposit is required in consideration of the landlord agreeing to process your application and stop advertising the property for the prospective tenant. The Agreement to Lease document describes the circumstances in which this deposit may or may not be refunded. The holding deposit will be credited towards the first month's rent if your application is successful.*

## Completed Referencing

An appointment will be made for you (and Guarantor if applicable) in the office to sign the assured shorthold tenancy agreement. The following will be payable upon signing the tenancy;

- One month's rent payable in advance (minus holding deposit previously paid)
- Deposit payable in advance will be equivalent to 5 weeks rent (exact amount will be advised)

## Permitted charges in accordance with the Tenant Fee Act 2019 in England for an Assured Shorthold Tenancy:

- Holding deposits (a maximum of 1 week's rent);
- Deposits (a maximum of 5 or 6 weeks depending on the rental amount);
- Utilities, communication services (e.g. telephone, broadband), TV licence and council tax;
- Interest payments for the late payment of rent where overdue by more than 14 days (up to 3% above Bank of England's annual percentage rate);
- Actual costs for replacement of lost keys or other security devices;
- Contractual damages in the event of the tenant's default of a tenancy agreement; and
- Change of sharer (tenants request) capped at £50 incl. VAT per replacement tenant;
- Variation of contract (tenants request) capped at £50 incl. VAT per agreed variation; and
- Early termination (tenants request) capped at the landlord's reasonably incurred costs plus all rent due under the tenancy until the start date of the replacement tenancy
- Any other permitted payments under the Tenant Fee Act 2019 in England.

Bowen is a member of and covered by the RICS Client Money Protection and all deposits are protected by TDS (The dispute Service Limited). Bowen is also a member of PRS (Property Redress Scheme) and licensed with Rent Smart Wales. Bowen is committed to protecting and processing your personal data in accordance with General Data Protection Regulations and the Data Protection Act 2018. Our applicant privacy notices are available upon request from our offices or via email to [admin@bowen.uk.com](mailto:admin@bowen.uk.com). A copy of our clients' complaint procedure and equality policy are available on our website or by request.

Please note a guarantor may be required under certain circumstances.