

Your application begins with the completion of an application 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 dwelling for the prospective contract-holder. 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. This agreement is subject to: A. Satisfactory references/credit status being established. B. The dwelling still being available for the landlord to let, for example not damaged by fire or flood etc. C. Any current occupants moving out before the anticipated commencement date.

Should the prospective contract-holder:

1. Decide not to enter into a contract before the deadline for agreement,
2. Provide false or misleading information to the landlord or letting agent,
3. Fail to take all reasonable steps to enter into a contract before the deadline for agreement, the landlord and agent are not required to repay the holding deposit.

Should the Landlord withdraw from this agreement, including the events listed in A to C above, the prospective contract-holder will be entitled to return of the entire holding deposit. A refund to any one of the joint and several prospective contract-holders will be considered adequate as a total refund to all concerned.

The Agreement to Lease document will provide full details and further information. 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 occupation contract. The following will be payable upon signing the contract;

- 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 Renting Homes (Fees etc) (Wales) Act 2016 in Wales for an occupation contract:

- 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 contract holder's default of an occupation contract; and
- Any other permitted payments under the Renting Homes (Fees etc) (Wales) Act 2019 in Wales

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.