

# RENTING WITH GRISDALES

A quick guide on your application

## 1. APPLICATION

Submit your application along with proof of ID on our website. We will present this to the landlord for initial approval and be in touch to discuss the next steps in renting with Grisdales.

## 2. REFERENCING

Once approved, your application will be subject to a reference check. We will issue a Homelet application form which involves a credit, landlord and employment check. The application fee is £168 (inc VAT) per person or £300 (inc VAT) for a joint application. Referencing usually takes 7 days depending on the accuracy of the information provided and how responsive your referees are. Once completed, we will negotiate the terms and conditions of the tenancy with the landlord on your behalf.

The property will be taken off the market and you will submit a preferred move-in date. We endeavour to accommodate this date while ensuring the property is ready for the new tenancy.

## 3. LET AGREED

Preparations for your move in will begin and we will contact you to agree an exact date of possession. Please be aware that if you change the exact start date of the tenancy once agreed, we reserve the right to charge £60 for the preparation of further tenancy documentation.

## 4. TENANCY AGREEMENT

The tenancy agreement is issued by email via DocuSign, an online platform that provides electronic signature technology. Tenants must review the document in full, following the instructions provided to sign. A complete copy will be emailed upon completion. If you decide not to proceed with the tenancy an administration charge of £240 (inc VAT) will be made.

Before we release keys to your new property on the date of possession, the tenancy agreement must be completed by all parties and payment for the first months rent and deposit must be received in cleared funds. We also require evidence that you have obtained accidental damage cover for the duration of the tenancy. Failure to comply will delay accessing the property.

## 5. MOVING IN

Visit your local office to collect keys to your new property.

## 6. POST MOVE-IN

Ensure you have set up a standing order for future rent payments.

## 7. INVENTORY

The inventory details the property, its condition and contents and is in place to protect you during the tenancy. This is sent to you by email, via DocuSign. Review the document, adding any comments, before signing. We kindly ask you to complete this within 48 hours of entering the property.