



**MIKE ROGERSON**  
ESTATE AGENTS SURVEYORS LETTINGS & MANAGEMENT



## APPLICANTS

Each person must be of 18 years of age and must complete and sign an application form  
If a guarantor is required, a guarantor must also complete and sign an application form

Your application is subject to a full credit referencing check and subject to approval by the landlord or Mike Rogerson Estate Agents on behalf of the landlord.

The rental process is subject to an administration/holding fee (contact the relevant branch for prices) which is non refundable and must accompany each application

## CREDIT CRITERIA

Mike Rogerson Estate Agents will obtain a credit referencing report on each applicant over the age of 18 years of age and guarantor if applicable

In order to protect your private information we do not release copies of your credit reports

## INCOME CRITERIA

An Applicants gross monthly income must be 3 times the amount of the monthly rent  
Income will be verified via last three months payslips and verification from employer  
Self employed applicants must provide three years worth of accounts and bank statements

## IDENTIFICATION

We require photo identification in the form of either current and valid passport, or full or provisional valid UK/EU photo drivers license or national identification card (Non Uk National) and a copy of, utility bill, bank statement with current residence address, council tax statement, state pension book. Please note, these must not be more than three months old.

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## RENT & DEPOSIT

On commencement of the tenancy a month rent in advance is payable plus a security deposit, (typically the equivalent of one month rent).

Example:

A rent per calendar month of £450 on commencement of tenancy you will be required to pay £450 rent in advance and a security deposit of £450 = £900

Note: All fees must be paid either by cash/bankers draft

Payment by our online system or by cheque must be paid in advance to ensure there are cleared funds on commencement of tenancy

Thereafter, rent is payable on the contractual date, therefore any payments being made by standing order need to be set up so that the funds are received on the due date.

Your deposit will be held in an appropriate deposit scheme, following commencement of tenancy you will receive prescribed information of your deposit, where it is held and information for tenants leaflet.

## UTILITIES

The tenant is responsible for payment of all utilities, telephone, gas, electric, council tax, etc. It is also the tenant's responsibility to notify the relevant companies and local authority that you are moving in/out of the property.

The tenant is also responsible to ensure that there is a valid tv license in place for the duration of the tenancy.

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## FEES

### Administration Fees

An administration/holding fee payable on application (please consult your local branch for costing) This fee is non refundable.

It is the tenant's responsibility to obtain signed, written consent from the landlord for any changes or alterations to be made to the property, upon receipt of this request and should consent be granted, the landlord/agent will draw up an undertaking for signature by all parties. An administration charge of £15.00 inclusive of vat will be payable for this service

An administration /missed appointment fee of £30.00 inclusive of vat will be charged for missed appointments (inspections, maintenance).

Cancellation of appointments must be received either by post or electronically to the relevant branch giving a full 24 hours notice.

Reference requests may be requested at any time, an administration fee is chargeable at £25 plus vat.

Tenancy agreements that need to be altered due to tenants request, a charge will be payable to the sum of £75.00 inclusive of vat.

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## VAT

All charges levied by Mike Rogerson Estate Agents are subject to vat at the rate of 20 %.

## COMPLAINTS PROCEDURE

Should you have any complaint with Mike Rogerson Estate Agents service and are unable to resolve your issue with the branch or person involved, then all complaints should be put into writing for the attention of the Managing Director and sent to head office, 16 Laburnum Terrace, Ashington, Northumberland, NE63 0XX.

Upon receipt of your complaint, your letter of complaint will be acknowledged within five working days and an

investigation will then be instigated.

A formal and final written outcome will be sent to you within 28 working days.

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