

# Welcome to Priory Letting Services

We are an established local agent and you are safe in hands. We protect deposits with the Deposit Protection Service (DPS) and we are registered with The Property Ombudsman. Our application referencing procedure complies with current legislation including Section 22 of the Immigration Act 2014.

We are required by law to disclose all charges and all our fees are listed below. The fees cover the work involved in a tenancy such as negotiating the tenancy, verifying and checking references, drawing up the tenancy agreement etc.

## **Initial Fees**

- £110.00 One adult application
- £140.00 Two adult application
- £20.00 Each guarantor (if required)

Please note that these charges are non-refundable.

**Landlord Fees** – Available upon request

## **Prior to moving in you will need to pay:**

- First month's rent
- Tenancy deposit (usually one month's rent, although a larger deposit may be required for some landlords)

You will also need to take out contents insurance and provide a copy of the certificate.

## **Once you have viewed a property and paid the application fee, you will be required to provide the following:**

- Proof of identity (passport or national ID card)
- Visa or work permit (if applicable)
- Proof of address (e.g. utility bill dated within the last three months)
- Completed application form and reference consent
- Bank Statements
- Other supporting documents as required (e.g. proof of income that must show at least 2.5 times the annual rent)

After moving into the property you will be responsible for paying utility bills, council tax, TV licence, telephone, broadband, etc.

## **GDPR General Data Protection Regulations**

Information supplied by our clients will be held in accordance with General Data Protection Regulation (EU2016/679) and any subsequent Data Protection laws. This information may be used or shared with utility providers, local authorities, credit reference agencies (for purposes of administration) including debt recovery, legal advisors, contractors, any other third parties with legitimate interest, HMRC or any person investigating a crime. We may record Special Categories of Data as described by GDPR. We will not sell your information for marketing or other purposes, but we may send you information and marketing that we believe to be of interest to you. You may opt out of our marketing at any time by contacting us in branch or online. You may also ask for a copy of information held and this information may be amended, upon request, if it is found to be inaccurate.