

Pre-Tenancy Conditions & Holding Deposit

If you complete a successful viewing and application process you may be offered the tenancy subject to referencing. You may be asked to pay a holding deposit equivalent to no more than 1 weeks rent prior to the full referencing process commencing.

Holding Deposit

A holding deposit will be equivalent to one weeks rent to enable us to temporarily remove the property from the market while reference checks are carried out. This prevents further viewings taking place until the reference checks are complete and you are offered the tenancy or we confirm the reference checks are unsuccessful. The holding deposit amount, bank details and payment reference will be confirmed to you by email.

Paying a holding deposit does not create a binding tenancy and both parties (you and / or the landlord) can withdraw **before** the Tenancy Agreement is signed.

The holding deposit is;

- **non-refundable** should you;
 - decide **NOT** to proceed prior to signing a Tenancy Agreement
 - Give wrong / false information during the application and referencing process
 - Do not pass the right to rent immigration checks
- **refundable** should the Landlord be unable to proceed due to unsuccessful referencing despite you providing honest information or the landlord decides not to rent the property.
Please Note: Refunds will typically be returned within **seven days** of the tenancy not proceeding unless a different timescale is agreed.

Referencing Process

On receipt of the holding deposit we will commence the full **online** referencing process to verify the following;

- Affordability Assessment
- Rental History
- Credit History

The process can usually be completed within 48 hours based on the speed of your response and of your employers and previous Landlords where relevant.

You may require a guarantor to support your application if we are unable to confirm your affordability or it is identified that you have an adverse Credit History. We will inform you if this is the case and the information we will require for the guarantor's application and reference to be completed. Should you require a guarantor, and you can't get a family member or friend as a guarantor or if you don't have anyone in the UK to support you, we may be able to assist via a referral to a professional Guarantor Company who may be able to help.

We will inform you of the outcome of the final reference report once this has been received and if we can formally offer you the tenancy.

Right to Rent

On the acceptance of an agreeable offer, you must provide evidence of your right to remain in the UK, and thus your 'Right to Rent' in England. This is a requirement for all occupants aged 18 and over who will occupy the property as either a Tenant or Permitted Occupier.

LINK: [Prove your right to rent in England: Overview - GOV.UK](#)

Tenancy Agreement

You will have 15 days to agree a tenancy once a formal offer of tenancy is made.

We will send you a Tenancy Agreement for electronic signature once we have agreed the start date of the tenancy with you. A draft Tenancy Agreement can be made available to you on request should this be required.

Security Deposit

The security deposit (capped at five weeks rent) must be paid in clear funds **after** you sign a tenancy agreement. The full security deposit will be registered with a deposit protection scheme and retained for the duration of the tenancy. The holding deposit will be used against the security deposit and therefore only the balance requires payment once the Tenancy Agreement has been signed.

Payment of Rent

The first instalment of rent must be paid in clear funds after you have signed the Tenancy Agreement and prior to the start date of the tenancy. We will be unable to provide you with the keys to the property until both the security deposit and first payment of rent have been received in clear funds.

Thereafter, rent is payable by standing order (unless agreed otherwise) to arrive on the due date stated in the tenancy agreement. The full rent must be paid by a single standing order as we are unable to accept part payments.

Utilities

You will be responsible for the payment of gas, electricity, water, telephone accounts including council tax at the property during the tenancy. It is your responsibility to notify the relevant companies and local authority that you are moving into or out of the property and the agreed dates. You must ensure that valid television licence remains in place for the duration of the tenancy where relevant.

Insurance

It is your responsibility to insure your own belongings throughout the tenancy.

Management of the Property

We will advise you who is responsible for managing the property before the start of the tenancy. This is not always Cookes Property Management Ltd.

Where we are **not** managing the property, we cannot authorise any repairs or maintenance or guarantee the speed at which repairs will be carried out. Where we are managing the property, we may need obtain the landlord's consent before proceeding with a repair.

Data Protection and Privacy Policy

At Cookes Property Management Ltd we take the management of your personal data very seriously and are committed to ensuring that your data and privacy are protected.

We have appointed a DPO (Data Protection Officer), and any queries or concerns that you may have should be sent to info@cookeproperty.co.uk and marked for the attention of the DPO, or in writing to: the Data Protection Officer, Cookes Property Management Ltd, Unit 9 Wharf Road Industrial Estate, Wharf Road, Woodston, Peterborough. PE2 9PS.

Please access the Link on our website for the full details of our Privacy Policy

LINK: [Privacy Policy](#)

This Privacy Policy was last amended on 3rd February 2021 and supersedes any previous versions.

Third Party Links

Our website (if applicable) may include links to third part websites, plug-ins or applications which may allow third parties to collect or share your personal data. We are not responsible for their use of your personal data and cannot control it.

COOKES PROPERTY MANAGEMENT LTD

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