

Advice for Tenants – *Tenant Find Only*

The property you have chosen to rent has been marketed by Bluerow Lettings on behalf of the landlord. The landlord has retained Bluerow Lettings on a “*Tenant Find*” only basis. This leaflet explains what is expected of you as an applicant, including the fees and charges that you will be required to pay. The leaflet also describes the responsibilities of Bluerow Lettings in the case of a “*Tenant Find*” letting.

1. Bluerow Lettings will spell out clearly your obligations and the charges that you will be expected to pay.
2. Bluerow Lettings will require proof of identity of each named prospective tenant (i.e. Passport or Photo Driving Licence) originals only as copies will not be adequate prior to drawing up the tenancy contract. Your previous address will be checked by our referencing company.
3. Following receipt of your proof of identity, Bluerow Lettings will take up references for each applicant. There is a non-refundable charge of £100.00 (inclusive of VAT) payable per applicant. This charge must be paid before commencement of the referencing process. During this time the property chosen is deemed to be “under reference” and Bluerow Lettings will not undertake further viewings.
4. The referencing company used by Bluerow Lettings is MARAS Group. We will advise each applicant of the outcome of the referencing process.
5. In the event that an applicant is deemed to have insufficient income to cover the agreed rent for the property. Bluerow Lettings will advise how the guarantor scheme works should MARAS group request one. Bluerow Lettings will advise applicants of the role and responsibilities of the guarantor. The guarantor will be required to provide proof of identity and to undergo referencing. A non-refundable fee of £50.00 is payable in advance.
6. Maras group use the following formulae when assessing ability to meet the rental costs Tenant(s) ($33.3\% \times pcm = \text{annual salary required}$) and for guarantors ($35\% \times pcm = \text{annual salary required \& home ownership}$)
7. Following receipt of satisfactory references Bluerow Lettings will hand over the approval to the applicants’ prospective Landlord who will be advised to contact the applicants in order to proceed further.
8. The Landlord is responsible for preparing the tenancy agreement and arranging to collect the deposit and the rent. The Landlord has fourteen days after commencement of the tenancy agreement to advise the Tenant(s) where the deposit is held and how it may be claimed back at the end of the tenancy.



9. Bluerow Lettings is an internet based company who do and will use phone, fax, e-mail and SMS text to communicate with our applicants, Tenant(s) and Landlords. All communications are retained on file. It is imperative, therefore, that applicants and tenants advise Bluerow of any changes to contact details in order to ensure effective future communication.