

TENANTS HOLDING DEPOSIT INFORMATION

Please read below the information pertaining to the Holding Deposit to secure a property

If you would like to rent a property, these are the steps

1. Tell us that you wish to rent the property
2. We will send out an initial questionnaire prior to sending you the formal reference links to get the relevant information we require. Please fill this in and return to us within three days. Please complete all documentation accurately and truthfully. We will contact you if we foresee any issues with the reference.
3. You will then need to pay a **holding deposit fee equivalent to one week's rent** whilst the agency undertakes your references. We will reserve the property for you during this time. You will need to fill in the formal reference documentation. You will also need to provide us with a scanned copy of your passport so that we can undertake a Right to Rent Check.
4. If you pass your references, and proceed with the tenancy, the holding deposit will be refunded to you in full, or put towards your deposit or first month's rent, whichever you prefer. *You will be required to enter into a tenancy agreement once your holding deposit is taken and the references are all in order.*

Please note that this holding deposit will **not be refundable in its entire sum** subject to the following:

- The Letting Agent (Bright Fox Lettings and Property Management Ltd) has reserved the property for you, undertaken all satisfactory references and you as the incoming tenant pull out of the tenancy before the Tenancy Contract is signed. The holding deposit will be forfeited in full.
- You (Tenant) fails the legal Right To Rent Check whereby you do not have a passport, visa or right to live or work in the United Kingdom. We will retain the cost of the references and fair and reasonable administration charges.
- If you (tenant) provides false or misleading information on your application form or reference. We will retain fair and reasonable costs relating to the references.
- If you (tenant) do not enter, sign and date the Tenancy Agreement within fifteen days the Agent sending you the contract, you will forfeit the deposit in full.

Bright Fox Administration Bank Details - Metro Bank:

Branch: Tunbridge Wells

Account: Bright Fox Lettings & Property Management

Account No. 32880746

Sort Code: 23-05-80

Bright Fox Lettings and Property Management 52 High Street Royal Tunbridge Wells KENT TN1 1XF
T: 01892 544453

info@brightfoxlettings.co.uk
www.brightfoxlettings.co.uk