



Moving in process

1. **Confirm** you want the property to your lettings negotiator providing details of those tenants who will be moving in.
2. **Pay one weeks rent holding deposit** to secure and hold the property. This will be deducted from your initial rent payment. Please pay into our bank account using the details over the page and send a screenshot of the payment to the Lettings Negotiator on 07951 097190.

Once we receive the holding deposit from you we will stop marketing the property and proceed with your referencing application.

NOTE: if you want to change any of the tenants for a joint tenancy after we have started processing your documents (Tenancy Agreement and/or Guarantor agreements) you will be charged £50. For a change to a single tenancy i.e change of start date, after documents have been issued you will be charged £25.

3. **Disclosure** - By paying the holding deposit **you are acknowledging there is no reason you are aware of that means you will fail referencing or credit checks.**

Please ensure **before paying the holding deposit** that **you declare any CCJs, any current debts and any current rent arrears** as this will cause you to fail referencing. If you do not declare this to us we will be unable to proceed with your application and your holding deposit will not be refunded.

Your holding deposit will NOT be refunded if:

- For any reason you change your mind
 - You fail your right to rent checks
 - You provide any false or misleading information to us before or during referencing, including not disclosing CCJs, debt and rent arrears or providing false references
 - The contract / Tenancy Agreement has not been entered into within 15 calendar days following the payment of the holding deposit (this can be extended if agreed by both parties)
 - You fail to meet our rental affordability requirements, your annual rent (monthly rent x 12) must be no more than 40% of your annual income (before tax) for the duration of your tenancy. A simple way to work this out is to multiply the monthly rent by 30. Your annual salary must be more than this. ****A guarantor may be accepted in place of this****
 - If you are unsure if you meet these requirements, please check with our lettings negotiator before paying your holding deposit."
4. **Start referencing** – You will receive a text message and an email from “**Vouch**” - please promptly provide all information requested. To ensure referencing is not delayed or your application cancelled and holding deposit forfeit, you must provide this referencing information **within 48 hours of receipt of the text message and email from Vouch.**



5. **Advise your landlord and employer you are using them for references**
 - How long your references take depends entirely on how quickly you, your landlord and your employer provide the information to our referencing company “Vouch”
 - Upload documents such as ID, proof of address, payslips as soon as you can
 - Respond to any requests for more information from Vouch
6. **If a Guarantor is required they will be referenced and credit checked in exactly the same way**
 - Your Guarantor will need to provide documents such as ID, proof of address and proof of income. You are responsible for chasing them to complete the referencing process.
7. **Once references are complete Bristol Property Partnership will contact you, usually by email, to arrange your check in appointment**
 - Check ins take place at our offices **Horfield House, 10 Lockleaze Road, Horfield, BS7 9RR.**
 - Our office hours are Monday to Thursday, 9.00am to 5.30pm, Friday, 9.00am to 5.00pm.
8. **Deposit and initial rent will need to be paid prior to check-in.**
 - We will advise you of the amount you need to pay
 - The amount of initial rent you pay will depend on the date your tenancy starts
 - For example, if your tenancy starts on 21st October, you will pay from the 21st October until the end of November (1 month plus 11 days) as our rents are due on the 1st of the month
 - If you move in on the 10th October, you will pay from the 10th October until the 31st October and then a full month's rent will be due on the 1st November
9. **Documents** requiring your signature such as your Tenancy Agreement, Deposit Information and Inventory will be sent to you **via email for electronic signature prior to your check-in appointment. These must be signed and payment made at least 24 hours before check-in.**
10. **Direct Debit set-up for month rent payments** – You will be sent a link to complete to set-up a direct debit with Bottomline so we can collect your rent monthly by direct debit. **This must be completed before check in.**
11. Turn up for your **check-in appointment** at our office **to collect the keys. Don't forget to bring your passport or residency permit with you.**
 - The check in appointment usually takes 10 to 15 minutes

Holding Deposits are payable by bank transfer to:

Bristol Property Partnership
Lloyds Bank
Sort Code: 30-64-57
Account Number: 72439960
Reference: *Room and property*

or via PayPal by visiting www.bristolpropertypartnership.co.uk/pay