



KENDRICK PROPERTY SERVICES . CO . UK

sales@kendrickpropertyservices.co.uk 01273 600162

lettings@kendrickpropertyservices.co.uk 01273 699600

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Refund and Payment Policy

- That if I find an alternative property and decide not to proceed with this let, I will lose all my holding deposit.
- That if the information gathered on prospective tenants or guarantors during reference checking is negative, resulting in my application being rejected; I will lose all my holding deposit.
- That if I cannot move into the property by the agreed proposed move in date and a new date cannot be agreed by all parties, I will lose all my holding deposit.
- That I understand that all application forms must be returned to Kendrick Property Services within 5 working days of paying the holding deposit. Failure to return these forms by this time may result in my holding being lost.
- Keys will only be issued when all references, guarantors have been returned and completed, the tenancy agreement signed by all tenants and all monies cleared.
- That I have been issued with a draft contract in relation to the above, for my own reference if requested.
- To pay the landlord/Agent by standing order/Recurring card payment which must be set up with your bank/Kendrick Property Services before your tenancy begins.
- To set up the above so that the funds will leave my account four days prior to the rent due date, thus ensuring payment on time, and provide written evidence from my bank that this standing order has been set up prior to moving in.
- That should my landlord or Kendrick Property Services not wish to proceed with this let for any reason whatsoever apart from studying information gathered by my references my holding deposit will be refunded in full.
- You will be advised as to whether the property you would like to rent is a 'Let Only'. If this is the case, the following will be discussed with you in more detail. At the start of the tenancy you will be given the Landlord's contact details and they will deal with any issues you may have throughout your tenancy. After the first month, the rent will be paid directly to the landlord each month. When you wish to vacate you must serve notice to the landlord. Kendrick Property Services are unable to become involved in any issues between the Landlord and Tenant on a 'Let Only' property.
- I understand that the following charges may apply;
Overdue rent (14 days) – Daily interest (Bank Of England's base rate + 3%)
Change over of tenant - £50.00 inc VAT
- If Kendrick Property Services are managing the property, the deposit requested will be held in a separate deposit account and protected by one of the governing Deposit Schemes.
- If you wish to terminate your tenancy at the end of the fixed term, one month's prior

notice, in writing will be required.

- Due to the "Money Laundering Act 2003" we are required to see proof that the applicant is who he or she claims to be and must take reasonable steps to find out who our applicants are by requesting sufficient evidence of their identity. We will therefore ask you for verification documents, one to identify the name of the applicant, preferably a document, which has a photograph of them

such as a passport and a further document to confirm their residential address, such as a recent utility bill. We are legally obliged to establish to our satisfaction that we are dealing with a real person or organisation

- Letting agents are required to make ID checks to establish the immigration status of all prospective adult occupiers before a residential tenancy agreement is granted.

Records will need to be kept for 12 months after the end of the tenancy. Please provide a copy of passport and proof of residency

- In order to cancel the recurring payments please email/call Kendrick property Services.

- Recurring payments will be on a monthly basis until the end of the tenancy agreement.

KENDRICK PROPERTY SERVICES LIMITED

UK Company number 07974157

Registered office address

Carlton House, 28-29 Carlton Terrace, Brighton, East Sussex, BN41 1UR