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**COSTELLO**  
LETTINGS

## New Tenancy - Guarantor Application Request

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### Please provide the following:-

- **Last 3 months bank statements for all of you**
- **Copy of your current driving license or passport for all of you**
- **Copy utility bill or bank statement with your address on it dated within the last three months for all of you**

### Our Fees Explained:-

- **Holding Fee for Administration: NON REFUNDABLE £200:** Once you have decided on the property we require a holding fee of £200.00; this must be paid in cleared funds only; this guarantees the property will be held for you and so we can start referencing, in the meantime we will stop advertising. **Once your references are completed this will be deducted from the deposit.**
- **Inventory, Check In/check Out £90.00:** this covers the inventory, checking in at the beginning of the tenancy, and checking out at the end.
- **Reference Fee: £180.00 per person:** this covers administration and referencing.
- **Guarantor £180.00 per each guarantor:** this covers administration and referencing

### Deposits:

- A deposit of one-month rent + £100.00 will be collected in cleared funds only.
- We will hold the deposit for the term of the tenancy in a client deposit account.
- At the end of the tenancy, notice to quit must be given in writing by recorded delivery; tenants must check to ensure this has been received.
- Deposits will not be released until we have received final payment receipts for all utility and council tax bills, and a check out report is carried out and any dilapidations made good.
- All Deposits will be registered with Tenancy Deposit Solutions Ltd.