



What happens now?



Step One – Securing the property

Once you have chosen the property you would like to rent; you will be asked to pay a ‘**reservation fee**’ - half month rent plus £50 & the ‘**referencing fee**’ - £150 for the first tenant + £75 for any additional tenant. This will enable us to take the property off the market and hold it for yourself (subject to successful applications). Please note that the fees are non-refundable should you change your mind and withdraw your interest in the property. **Copies of your I.D.** and a **proof of your previous address** (a utility bill or a bank statement) will be also taken.

Step Two – Referencing

We will send your application forms to our Referencing Agency (CCV) who will confirm your employment, residential history for the last 3 years and also carry out a credit check. This usually takes approximately 7 days, however, this depends on how quick your landlord and employer take to give you a reference. During busy business periods, such as summer, this may take **up to 14 days**.

Step Three – Check In

Once we have received satisfactory references we can then arrange your check-in. **If Shepherd Gilmour are managing this property** on behalf of the Landlord, then you will have no direct contact with your Landlord only Shepherd Gilmour. At your check-in the following takes place:

- You must sign all legal documents, such as the Tenancy Agreements. Be aware that **ALL tenants must be present** at the check-in as we will only release keys once all signatures have been signed.
 - We will hand over keys to you.
 - We will take payment of the first months rent and the remainder of the deposit. This **MUST** be either by **CASH, CARD** or **BANKERSDRAFT**. If you attend with only a cheque as payment it will **NOT** be accepted. Can bank transfer if required or pay by cheque – but this must have cleared into our account beforehand. All **card payments must be made in person**, in our Office.
 - You **MUST** complete the standing order form, so have your bank details ready. Note; that only one standing order can be set up.
 - Insurance forms must be completed, or proof of insurance must be shown (see below for more details)
- * As this check in is pre-arranged between yourself and Shepherd Gilmour, you will be charged a cancellation fee of £35 if you do not attend. Should you have any problems and cannot attend for any reason **24 hours notice** is required.

