



shepherd gilmour properties



At Home in the City...

Terms and Conditions for holding deposit

If you are interested in any of our properties and would like to progress to the application stage you will need to pay a deposit equivalent to one month rent.

Half of which will be payable immediately before the application process takes place.

This is known as the holding deposit. The payment of this holding deposit ensures that Shepherd Gilmour Properties will not offer the property to any other applicant within the next 5 working days.

The holding deposit indicates that: you are willing to proceed with the application and for us to obtain references and that you are willing to commit to move into the property on an agreed date.

In addition to the holding deposit, you will be required to pay Shepherd Gilmour properties an agency fee before the application can progress.

The charge is £125 per person (which is non refundable under any circumstances). This charge is compulsory per property and covers all administration, credit checks, obtaining references and preparing the tenancy agreement.

It is necessary that referencing forms are brought back to us within 5 working days of the date that the holding deposit form is signed. This is so that we can obtain satisfactory employers and landlords references before the move in date, as this may slow down the process if we are kept waiting for the relevant forms. All tenants will have to be present for the signing of the tenancy agreement and relevant notice(s).

Should you subsequently pull out of the application after this point then you will lose your holding deposit. If the landlord or Shepherd Gilmour Properties should pull out for any reason other than the ones mention above then, your holding deposit will be returned to you in full.

With all of our managed properties the deposit is held with the Tenancy Deposit Scheme (TDS). If the landlord manages the property themselves, then we will pass it on to them so they can register it with a scheme of their choice.



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Proposed terms
(Subject to satisfactory references and signing of tenancy agreements)

Property Address :

Proposed move in date :

Length of tenancy :

Deposit taken :

Deposit remaining :

Administration charge :

Total paid :

Outstanding Balance :
(To be paid on move in)

The above remaining balance must be paid in full on the day of moving in and in cleared funds i.e. cash or bankers draft. We can not under any circumstances accept any other means of payment on this day.

We hope this will prove satisfactory and look forward to a problem free move in.

I, on behalf of all named tenants, agree to terms and conditions as listed within two pages of this leaflet.

Signed

Name.....

Date: