

Applying to rent a property? - What happens now?

- Your Tenant Declaration and copy documents are emailed to our Lettings Hub in Four Oaks for checking. **If your Application is not fully completed and/or there are missing documents, your Application will be rejected**
- Lettings Applications team **may** need to contact you to discuss your Application
- A time-sensitive link is emailed to you by HomeLet (referencing company).
- You then complete your Application online. **You must do this within 24 hours of receiving the link**
- We tell the Landlord about your Application
- The Landlord decides if they wish your Application to progress to Reference stage
- If 'YES', your referencing fee becomes **non-refundable**.
- If 'NO', your referencing fee is refunded (collect from the office you applied at)
- References are obtained and we share the results with your Landlord
- We contact you to book appointments (subject to safety certificates being in place)
 - 1) **Sign Up Appointment:** This is at the Lettings Hub in Four Oaks.
Appointments available Monday to Friday between 9.30am and 4pm or Saturday between 9.30am and 2pm (there is a £12 charge for a Saturday sign up).
 - 2) **Move In Appointment:** This is at the property on the date the tenancy starts. Appointments available Monday to Friday between 10am and 4pm (3pm in winter time) or Saturday between 10am and 2pm (there is a £30 charge for a Saturday move in).All appointments are subject to diary availability
- Once these appointments have been confirmed by email, a charge of £30 is incurred if you request to change them.
- If you withdraw your Application after these appointments have been booked, the £150 Agreement Fee will still be due.

Please note we do not accept cheques or credit cards

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