

HOLDING DEPOSIT RECEIPT

To: Date:.....

Re proposed tenancy of:

Planned commencement date:

| | |
|---------------------------|---|
| First advance rental | £ |
| Security deposit | £ |
| ** Admin fees @ £75 p/p | £ |
| Total due | £ |
| Less Holding Deposit paid | £ |
| * Balance due | £ |

* The above balance must be paid in full before your tenancy starts in cleared funds, i.e. by bankers draft, building society savings account cheque, or cash. Current account bank cheques will not be accepted within 14 days of the tenancy start date.

** The Agency Admin fee is payable per person and covers the costs of referencing, credit checking, agreement preparation and ancillary costs.

Conditions:

1. Payment of the Holding Deposit ensures that the above accommodation will not be offered to any other applicant by this company until after the above-entered planned commencement date. This is a **NON-REFUNDABLE DEPOSIT** and will be forfeit as liquidated damages in the event that you withdraw or otherwise fail to take up the tenancy by or on the above date. If, however, this Agency or the Landlord decline to grant the tenancy it will be refunded, less the Agency Admin fee/s.
2. The proposed tenancy is offered 'subject to contract' and is conditional upon:
 - a) The receipt of satisfactory references and/or guarantees
 - b) The receipt of cleared funds as above
 - c) The signing by all parties of the tenancy agreement.
1. Particulars of the above accommodation and proposed tenancy have been described to you in good faith from information received, and no responsibility will be accepted for errors, omissions or mis-statements.

To be completed by applicant/s:

I understand and agree with the above terms and conditions and to pay the Agency Fee/s as shown.

Signed: Print Name: Date:

Signed: Print Name: Date:

(All proposed tenant applicants to sign. Continue overleaf if necessary).

IMPORTANT: Once your tenancy start date is confirmed, you should contact the gas, electricity and telephone companies to arrange transfer of accounts to your name/s. Please bear in mind that at least 2 working days notice is required if the service is currently disconnected.

Telephone numbers: Gas:
150 for BT

Electricity:

Telephone: Dial