

HOLDING DEPOSIT RECEIPT EXAMPLE

Date:

Tenant Name/s:

Property:

Approx Commencement Date:

	£	Dates Covered:	
First Advance Rental:	£700.00	<input type="text" value="01/07/AnyYear"/>	to <input type="text" value="31/07/AnyYear"/>
Security Deposit:	£700.00		
Referencing & Admin Fee*	£100.00	£50 (no VAT) per person (£25 (no VAT) per Guarantor)	
SUB TOTAL	£1,500.00		
Less Holding Deposit Paid:	-£300.00		
BALANCE DUE	£1,200.00		

*Assuming no Guarantor required

#The above Balance Due must be paid in full in cleared funds before your tenancy commences. We prefer you to arrange a transfer of monies via your bank which should reach us no later than 24 hours prior to you taking up occupancy. Our bank details are shown below. Please bear in mind that funds can take 1-4 working days to arrive into our account. Also, please bear in mind that, because of money laundering regulations, a lot of banks will not transfer monies if a cash deposit is made the same day, they will only transfer monies already in your account.



Conditions:

1. Payment of the above Holding Deposit ensures the accommodation will not be offered to any other applicant by us before the above commencement date. This Holding Deposit is subject to the following conditions. This compensates for loss of prospective tenants whilst the property is held and any banking and referencing processes undertaken.
(a) if the tenant withdraws their offer within 48 hours, an admin fee of up to £25 per tenant plus the cost of referencing if processed will be deducted.
(b) if after 48 hours the tenant withdraws their offer, but the landlord re-lets the property with the same proposed or earlier move in date above, then an admin fee of up to £25 per tenant plus the cost of referencing if processed will be deducted.

Continued overleaf/...

(c) Where references are not returned to us within 5 working days, an admin fee of up to £50 per person may be deducted.

(d) Where the tenant provides false or misleading referencing information or they withdraw their offer and the Landlord is unable to re-let the property by the proposed move in date, a charge will be levied to cover all the Landlord's costs up to a maximum of the Holding Deposit paid.

(e) In the unlikely event of the Landlord withdrawing the offer after the tenant has passed the referencing process, the full Holding Deposit will be refunded to the prospective tenant.

2. The Holding Deposit is received by us 'Subject to Contract'. The grant of the proposed tenancy is conditional on:

(a) the receipt of completed references and/or guarantees, along with photographic ID and proof of current address within five days of handing over the Holding Fee. Failure to present the paperwork on time may result in the property being re-advertised and you losing the Holding Fee.

(b) the receipt of satisfactory references and/or guarantees.

(c) the receipt of cleared funds as detailed above.

(d) the signing by all parties of the Assured Shorthold Tenancy Agreement.

3. Particulars of the accommodation detailed overleaf and proposed tenancy have been described to you in good faith from information received. No responsibility will be accepted for errors, omissions or mis-statements.

To be completed by the applicant/s:

We agree with the Terms and Conditions shown, and to pay the Holding Deposit detailed above and overleaf.

Tenant signature/s:

Date:

To be completed by the Property Manager or Landlord Representative:

Holding Deposit Received:

Date: