



**DEPOSIT RECEIPT**

**PROPERTY** \_\_\_\_\_

**HOLDING DEPOSIT (See non-refundable terms below)**

<b>Date</b>	<b>Tenant Name</b>	<b>Tenant Signature</b>	<b>S/B Signature</b>	<b>Received</b>	<b>Method</b>

**NON-REFUNDABLE TERMS:**

**In the event of the landlord deciding that he/she does not wish to proceed with tenancy for whatever reason all the above including the administration fee is wholly refundable.**

**In the event of the tenant subsequently deciding that he/she does not wish to proceed with the tenancy or changes the terms of offer set out overleaf the holding deposit plus the administration fee will be non-refundable.**

**MONIES: 1 months' rent in advance and 6 weeks deposit will be required in clear funds prior to moving in.**

**Please note that the landlord may require a smaller or larger deposit than 6 weeks.**

**CLEARED FUNDS: All monies must be received in cleared funds prior to the moving in date. These can be CASH; BANKERS DRAFT OR INTERNET TRANSFER. Normal cheques will require 5 working days to clear.**

**REFERENCES: These will be required prior to the moving in date and may include EMPLOYER, BANK, LANDLORD, COLLEGE, PARENTAL GUARANTOR or CHARACTER.**

**PLEASE NOTE: Rental payments must not exceed a third of income unless otherwise authorised by Landlord/Agent.**

**UTILITIES: It is your responsibility to ensure that gas, electric, telephone, council tax and water rates are transferred into your name.**

**IMPORTANT: THE PROPERTY IS TAKEN AS SEEN UNLESS BY WRITTEN AGREEMENT WITH THE SHELDON BISHOP MANAGER.**

**PLEASE NOTE: Once you have moved in your deposit will be held by your landlord and not SHELDON BISHOP**

**I confirm receipt of the above terms.**

**TENANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SHELDON BISHOP SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_



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