



HOLDING DEPOSIT TERMS AND CONDITIONS

In order to forward an offer to a landlord we require a holding deposit. This allows you to officially register your interest with the landlord and also allows us to temporarily suspend all viewings on the property while we negotiate on your behalf. All our landlords refuse to negotiate with us or recognise an offer unless we have a holding deposit from any potential tenant/s.

The holding deposit can be paid in a variety of ways:

- With cash at any of our branches
- With cash paid into our client account at any HSBC branch
- Internet transfer into our client account (the flat will only be removed from market when the funds clear into our account)
- With cheques that are guaranteed with a cheque guaranteed card.

Unless by written agreement with a Sheldon bishop representative we require a two week holding deposit plus the administration fee. (See the administration fee form attached)

Should the landlord subsequently refuse to accept your offer or decide not to proceed with a tenancy for whatever reason the holding deposit and administration fee is wholly refundable and the agent will notify you via e mail or in writing and will return the holding deposit and administration fee.

Please note that only when the agency has indicated in writing/e mail that the offer is rejected by the landlord, is the offer considered to have been rejected.

Should any of your terms of offer not be accepted by the landlord the deposit and administration fee is wholly refundable.

Should the tenant subsequently decide that he/she does not wish to proceed with the tenancy or without agreement changes the terms of the offer set out overleaf, the holding deposit plus the administration fee will be non-refundable.

If for any reason in order to reserve the property Sheldon Bishop has taken less than two weeks holding deposit (plus the administration fee) and the tenant subsequently decides not to proceed with the tenancy for whatever reason, the two weeks holding deposit and administration fee is wholly non refundable.

Please note that negotiation between the tenant and landlord does not constitute non acceptance of the offer. If no agreement can be met and the offer is rejected, the agent will notify you via e mail or in writing and only then will the offer be officially rejected and the deposit be refunded.

Should you be willing to alter the terms of offer in line with the landlords requests we will need you to e mail letting@sheldonbishop.com a request to amend your offer.

Once we have an agreement between the Landlord and tenant, we have secured you your new home!!!!

The next stage is our administrator) will contact you to arrange the collection of monies and references and signing of the contract.

Unless by written agreement with a Sheldon Bishop Representative the references and the balance of monies will need to be paid and supplied in full at least 48 hours before you move into the property unless by written agreement. Failure to do so will constitute not proceeding with the tenancy.

Unless by written agreement with a Sheldon Bishop Representative failure to provide references in line with those requested and detailed as part of the offer will constitute not proceeding with the tenancy.

Signed in Agreement of terms _____

Print name Tenant _____

100% Customer Satisfaction

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