APPLICATION RESERVATION FEE TRANSACTION FORM

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COMPANY- PROPERTY REF:\_\_\_\_\_\_\_\_\_\_\_\_\_



|  |  |
| --- | --- |
| NAME: |  |
| CONTACT NUMBER: |  |
| EMAIL ADDRESS: |  |
| PROPERTY: |  |
| HOUSE MATES (IF APPLICABLE) |  |

**THE FOLLOWING PAYMENT IS FOR AN APPLICATION FEE – THIS RESERVES YOUR PLACE IN THE PROPERTY STATED ABOVE AND IS NON REFUNDABLE.**

PAYMENT-

|  |  |
| --- | --- |
| CASH/CARD/OTHER- | credit card charge 3% Y/N: |
| DATE- |  |
| AMOUNT- |  |
| DATE- |  |
| 7DAY ACCOUNT TO DEPOSIT DATE- |  |

**TERMS AND CONDITIONS- This form is to be signed to confirm that you (the tenant) understand that the Application fee amount you have paid is NON REFUNDABLE. This is to secure your part in the property stated and includes all the admin and additional checks we need to carry out. If your paperwork and proofs are provided within the first 7 days of your Application Fee payment (DATE AS ABOVE) we will credit £100 of your Application Fee into your deposit. Failure to receive your documents within these days WILL incurr you to pay your full Deposit with no deductions . If we still don’t receive full documents within 14 days we will also remarket your property. If ANY of your documentation fails approval our company holds the right to revoke your application. In the event that you no longer wish to proceed with agreed tenancy the above Fee is NON REFUNDABLE.**

SIGNED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COMPANY REPRESENTATIVE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CUSTOMER COPY-**

**I CONFIRM THAT THE APPLICATION FEE FOR THE ABOVE PROPERTY IS NON REFUNDABLE AND I CONFIRM WITH THE ABOVE COMPANY TERMS AND CONDITIONS.**

**Please ensure you fill out your details online with the your property reference number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DATE\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COMPANY REPRESENTATIVE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_