

* Tenants Fees & Pennington Process



Contact our friendly, knowledgeable team to discuss your requirements and arrange a convenient time to view. We are able to offer a property matching service for free, so even if there is nothing that catches your eye at the moment, you'll be kept up to-date by our negotiators.



When you have your found the one, Congratulations! You have chosen your new home, you'll be asked to fill out our application form and pay our fees of ***£70 per adult (reference fee) & £120 (tenancy preparation fee) per property.** If a **Guarantor is required we charge £36 (reference fee).** All fees are inclusive of VAT (application forms available from our team or on-line at Pennington-online.co.uk). We can also accept card payments over the phone as well as in person, for your convenience. Our full fees are available on our website or in our office.



Once you have returned your form with the required Identification documents and paid the fees*, we will (subject to landlord authorisation) remove the property from our adverts whilst we carry out credit checks and references, this typically takes around 7-10 working days.



Once your new landlord has approved your references, we will contact you to discuss your required move-in date and advise you of what funds you will be asked to provide when collecting the keys; typically these will be approximately **1 month's rent, & security deposit equivalent to 6 weeks rent).** Funds can be accepted by debit/credit card (A fee of 1.25% is charged for using a credit card), banker's draft, or building society cheque.



Once the move- in date is agreed you will be supplied a copy of your tenancy agreement in advance so that we can help you with any questions you may have.



On the day of move in, you will be asked to come to our office to sign the tenancy agreement and pay the required funds. You'll be provided with all the details you need to help your move in go as smooth as possible including details of how to make future rental payments, which are generally due the 1st of every calendar month.



Within the first week of move in, please check your property inventory carefully and return the signed copy to us. Remember that your deposit will be held safely by Pennington, under the guidance of the Tenancy Deposit Scheme (unless otherwise stated in your tenancy agreement). At the end of the contract if Pennington carries out the Final Inspection we charge £60 for the check-out (inclusive of VAT).