

## PROPERTY RESERVATION TERMS

**Property Applied for:** \_\_\_\_\_

**Name/s of Applicant/s** \_\_\_\_\_

**Contact Telephone No** \_\_\_\_\_

**Email Address/s** \_\_\_\_\_

**Anticipated Entry Date** \_\_\_\_\_

**Rental p/m £** \_\_\_\_\_

Once you have decided to reserve a property Be Central will remove the property from the market (for a maximum of 2 weeks from the reservation date)

To reserve a property we require a completed Property Reservation Form and:

- 50% deposit of 6 weeks rent
- £65.00 reference check fee for each applicant. If however, a Guarantor is required the combined fee is £100.00 for each applicant. *(cash only/non-refundable)*
- Legal Documents/Administration fee for preparation of associated paperwork - £130.00 per applicant *(non-refundable)*
- Photographic ID for each applicant *(photocopy acceptable)*

An application form should be downloaded from [www.eletsure.com](http://www.eletsure.com). Once downloaded, please ensure you complete the **Component Application Form Sections A-E**. However, if your application is dependant on having a 'Guarantor' please also complete **Sections F-I**. For Company Lets download the **Company Application Form**. We require one Application Form per applicant.

Print a copy of your completed Application Form, sign it, and send it, along with your ID, and a cheque for the amounts shown below to **Be Central Ltd, 3 Blackfriars Road, Glasgow, G1 1QG**.

All completed Application Forms are taken through a reference check on each applicant renting the property. This check is carried out by an independent credit agency. Should your reference check be declined by the credit agency, Be Central will refund only 50% of your deposit paid at reservation. However, should the applicant/s withdraw from the proceedings at any stage their deposit, reference fee and administration fee is **non-refundable**. Be Central must obtain a **satisfactory reference** prior to move-in entry authorised. Please note completion of this form does not commit Be Central to making an offer of tenancy.

Once successfully referenced, applicants are required to complete the following application process:

- Pay the remaining balance of deposit – 50% of 6 weeks rent
- One month's rent – payable in advance and held in a non-interest bearing account

**All funds** in relation to the completion of the application process **must be paid on or before the date of entry in cleared funds by Cash, Credit or Debit Card**. *Be Central does not* accept payment by personal cheque. Incorrect payments will delay entry to the property and we reserve the right to withhold your original deposit monies against expenses incurred by us and the loss to the landlord if there is any outstanding balance or un-cleared funds on your date of entry.

<b>No of Tenants</b>	□	<b>Reference Fee-per applicant (inc Guarantor)</b>	□	<b>50% Deposit</b>	□	<b>Legal Documents</b>	£130.00
			<b>Visa/Mastercard @ 3.8%</b>			<b>Total</b>	□

**Signed by Applicant/s** \_\_\_\_\_

**Signed on behalf of BC** \_\_\_\_\_

**Date** \_\_\_\_\_

Please let us know how you heard about us. Was it? I) Recommendation II) Press Advert III) Web Site IV) Other \_\_\_\_\_

**BE CENTRAL HAS IN PLACE A STANDARD PROCEDURE WHICH SHOULD BE COMPLETED IN FULL FOR YOUR APPLICANTION TO BE PROCESSED QUICKLY AND SUCCESSFULLY**

*Charges for the Reference Fee and Administration Fee are inclusive of VAT*