

HMO Receipt of Holding Fee

Date	
Property Address	
Number of Tenants	
Available From Date	
Deadline Date (1 week)	
Move In Date	
Lease Length	

<i>Date</i>	Tenant 1	Total Due (<i>deposit amount per tenant only</i>)	<i>Paid</i>	<i>Remaining amount to be paid</i>
<i>Date</i>	Tenant 2	Total Due (<i>deposit amount per tenant only</i>)	<i>Paid</i>	<i>Remaining amount to be paid</i>
<i>Date</i>	Tenant 3	Total Due (<i>deposit amount per tenant only</i>)	<i>Paid</i>	<i>Remaining amount to be paid</i>
<i>Date</i>	Tenant 4	Total Due (<i>deposit amount per tenant only</i>)	<i>Paid</i>	<i>Remaining amount to be paid</i>
<i>Date</i>	Tenant 5	Total Due (<i>deposit amount per tenant only</i>)	<i>Paid</i>	<i>Remaining amount to be paid</i>
<i>Date</i>	Tenant 6	Total Due (<i>deposit amount per tenant only</i>)	<i>Paid</i>	<i>Remaining amount to be paid</i>

Date	Tenant 7	Total Due (deposit amount per tenant only)	Paid	Remaining amount to be paid
Date	Tenant 8	Total Due (deposit amount per tenant only)	Paid	Remaining amount to be paid

Terms and Conditions

- Any monies paid to the agent by the proposed tenant prior to the move in date shall be treated as a holding fee, until all paperwork has been fully completed.
- The property shall be held for **1 week** from the date any monies are received in respect of same.
- If for any reason the proposed tenant fails to complete the required paperwork and other associated tenancy requirements within this time frame, the agent shall be entitled to charge a fee of **£199+VAT** in respect of works carried out and remarket the property for let.
- It is hereby agreed between the agent and the proposed tenant that deposit monies are strictly **Non-Refundable** after the named tenants have committed themselves to said property, this is in lieu of the work completed by the agent.
- **It is hereby agreed by the tenant that the 1st months' rent has to be paid 7 days before the tenancy commences**
- By way of definition when a deposit is paid and receipt signed, the tenant will be deemed to have committed himself/ herself to take up the lease.
- Upon payment of full deposit monies the agent agrees that the property will be provisionally held on behalf of the tenant until the agreed date at which time the tenant shall take up physical occupancy of the property and proceed to fulfill the terms and conditions of the lease in their entirety.
- The deposit monies shall be returned to the tenant upon the expiry of one calendar month from the conclusion of the agreed term or the conclusion of the term of the lease whichever is the sooner on the strict provision that the terms and conditions of the tenancy agreement have been adhered to in full.
- By signing this document, you are agreeing to take the property on the condition it was in on the day this document is signed, unless otherwise stated in a signed document issued by the agent/landlord adjoined to this receipt.
- The agent hereby agrees to register all deposits under the Tenancy Deposit Scheme, within 14 days of receiving the full deposit.

Signed for and on behalf of all tenants	
Date	
Signed for and on behalf of Property People	
Date	