

Thank You, for expressing an interest in one of our properties. To make a Tenancy applications please follow the steps below.

There are two types of application

- For properties with bond, please select Tenancy Application Form = **Admin fee is £135**
- For Properties with Free Bond, please Select Bond Free Tenancy Application Form = **Admin fee is £195 (additional checks and insurance)**

Application Process

Once you have selected a property you like and arranged a viewing

Simply print off and fill in the relevant Tenancy Application Form, collect your references, ID information and Admin fee (please make sure all details are filled in this could as missing information could delay your application being processed)

Submit in branch:

Take your information and submit it in one of our branches, (our team will process the information take copies of your I D and collect your admin fee).

By Post:

Post to our customer service centre: please note if you are posting Diving Licence or passport please use recorded delivery and we will send back to you in the same way, Phone and pay your Admin fee by debit or credit card.

By Telephone:

Or simply contact us and we will arrange a telephone application appointment with you, we will call you back please have all your documents ready and we can process your application over the phone, (you will have to provide hard copy I D before moving into a property.)

EXISTING TENANTS

Please note that if you are already a tenant you will still need a new application form so that we have up to date details on your file, however depending on your circumstances and when your credit check was completed your admin fee can be reduced , please contact us for further information.

Contact us: Call 01708 871700,

Text 07921169357 or

Send an email: lettings@orchardgroup.co.uk.