



The following information and documents are required from **each** tenant when renting a house or apartment:

- **Name, address and phone number.**
- **Photo ID:**  
All potential tenants must produce a copy of their passport or driving license.
- **References:**  
Three references must be provided, all references must be in writing and will be checked with the original source.
  1. Financial
  2. Employer
  3. Previous Landlord
- **Security Deposit:**  
The deposit is usually equivalent to one months rent. As the property goes on hold once the deposit has been received, the deposit is non refundable if a prospective tenant changes their mind about letting the property. If the landlord does not wish to proceed with the letting the deposit is refunded. Otherwise the deposit is returned at the end of tenancy providing the property is left in the same condition as it was at the commencement of the lease.
- **Rent:**  
One month's rent in advance is payable at the lease signing.
- **Bank Details:**  
All rent from the second month will be paid by standing order from the bank account of one nominated tenant.
- **PPS Number:**  
To facilitate the completion of the Private Residential Tenancies Board documentation, provision of a PPS number is mandatory.

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### Please note the following:

A **guarantor** may be required in certain circumstances.

**Stamp duty** is due if the rent exceeds €30,000 per annum. The stamp duty fee is 1% of the total rent per annum plus €12.50 for the counterpart and under the terms of the lease the stamp duty is payable by the tenant.

**Utilities** – when a property has been let we take meter readings for the electricity & gas and transfer these accounts from the landlord to one nominated tenant.