



Letting and Allocation policy for Let Houses.

This document has been prepared to assist prospective tenants in understanding the method by which vacant properties are advertised and allocated.

The Estate is fortunate to receive large numbers of applications for each house we are able to offer for rent. As a result we do not operate a waiting list, and exercise an extensive vetting process to ensure we get the right tenant for each property.

As a property becomes available for letting, it will be advertised on our website: www.hean-castle-estate.com/property and also on our Facebook and Twitter feeds @HeanCastleEst. We may also display a 'For Rent' board outside the property.

Interested parties are at this stage requested to complete the 'Property Viewing Application form' which is downloadable from the website, or available in hard copy from the Estate Office.

Once the Property has been advertised for a period of approximately 14 days, or sooner if there are a large number of applications, the application forms will be assessed and the most likely suitable tenants, in the opinion of the Estate Manager, will be placed on a shortlist. At this stage those not shortlisted will be notified that their application has been unsuccessful.

The shortlisted parties will then be invited to view the property in order. Following the viewing, if the interested parties wish to proceed with the tenancy, they will be asked to complete a 'HomeLet' application form to enable us to undertake a detailed background check. On receipt of a positive recommendation from Homelet they will then be offered the tenancy, at which point the remaining parties on the shortlist will be notified that they have been unsuccessful.

Should they decline the offer of the tenancy, or fail the vetting procedure, the property will then be offered to the next person on the shortlist.

The decision of the Estate Manager is final and no discussions or correspondence will be entered into.

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