



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 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 Social Media feeds @HeanCastleEst. A mailshot will also be sent to anyone who has subscribed using the form on our website. We may also display a 'For Rent' board outside the property.

Interested parties are at this stage requested to complete the 'Property Viewing Questionnaire' which is downloadable from the website, and attached to the mailshot.

Submitted 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 may be asked to complete a form to enable us to undertake a detailed background and credit check. On receipt of a positive recommendation from The Vetting Agency 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.

It should be noted that not all properties will be offered for rent on the open market. Properties will often be refurbished for accommodating Estate Staff, or for use as Holiday Cottages.

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