

WELCOME...

Thank you for applying to rent a property with us. We want to make your Tenancy as smooth as possible and we hope that you will be with us for many years; So if you have any questions our experienced staff will be pleased to explain and reassure you.

Please take time to read through the terms overleaf and the checklist for renting in England provided by the Department for Communities and Local Government. They are designed to protect both you and the Landlord and we will be happy to explain - do please ask.

Please pay your holding deposit of £250 as soon as possible. If you fail referencing the holding deposit will not be returned.

Please complete and sign this form so that we can start to process your application and obtain the necessary references. Please provide two original forms of identity and proof of address, one of which must be photographic. The property will be held under offer until we are in receipt of the signed agreement and first account monies.

It will take a few days for your references to be approved. It will speed the process up if you have already contacted your referees to ask them to respond quickly when requested. You will be charged £55.00 +VAT for each person.

Example £55.00 +VAT of £11.00 Total £ 66.00

Your tenancy agreement and first account invoice will be prepared and sent to you by post or email as soon as possible. The first account invoice provides the details of how much you will need to pay before you move in. This will include the rent up to the end of the first calendar month of your tenancy and an Arrangement Fee of £175 +VAT.

Example £175.00 +VAT of £35.00 Total £210.00

Once you have received the Tenancy Agreement and invoice you will need to deliver the signed agreement back to us and arrange payment of the first account invoice. Please organise for internet banking into our client account, see details below, prior to the start of the tenancy.
Sort Code 20-38-83 A/C 13475670

On receipt of all the necessary paperwork and monies we will make an appointment for you to pick up the keys to the property which will be no earlier than the start date of the tenancy.

APPLICATION

Full names of all prospective Tenants
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Address of property to rent:
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Rent per month, subject to contract £.....

To include/exclude:
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Application Questions

Do you smoke?.....Yes / No

Do you have any pets?Yes / No

If Yes what type of pet and what colour?

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Proof of Residency/ID

You are required to provide proof of identity at your local branch and proof of address.

Driving licence with your current address

Passport

Bank Statement

Other

I have verified the identity of the applicants by checking the ORIGINAL documentation listed above

Signed Print

Date Signed on behalf of the Agent

Occupancy

Full Names of ALL additional occupants over 18 - failure to provide this information is a breach of the Housing Act.

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All applications and negotiations are subject to contract, successful referencing and Landlord approval.

ACCEPTANCE OF TERMS AND CONDITIONS

I/We hereby authorise the Agent to apply for references and make any necessary enquiries to assess my/our suitability for rental purposes. I/We accept the terms and conditions of rental should my/our application to rent prove successful.

1st Tenant Signature..... Date.....

2nd Tenant Signature Date.....

3rd Tenant Signature Date.....

4th Tenant Signature..... Date.....