

Application for Tenancy and Guidance Notes for Tenants - (v10)

This document contains important information relating to renting a property through Little London Estates, including full notification of any charges made by us that you may incur as a result of renting a property through us.

This is a Terms of Business Agreement between you and Little London Residential Ltd. Please take the time to read it, prior to completing the attached Application for Tenancy.

Viewing the property

You must make arrangements to view the properties you are interested in directly with one of our lettings staff. When viewing you must consider all aspects of the property, particularly what fixtures and fittings are/are not included in the tenancy. Applications will not be accepted from potential tenants who have not physically viewed the property with us.

Any discussions or correspondence with ourselves or the owner are expressly deemed to be subject to application, references and contract.

Tenancy application form

When you have chosen the property you wish to rent, we ask you to formally apply for the tenancy by completing the attached Tenancy Application Form. This provides us with the details that we need to submit to our clients for consideration. The information you provide will form the basis of the referencing procedure carried out by our nominated Referencing Agents, and will be used to set up the terms of the Tenancy Agreement.

Once we receive back the results of the referencing checks and searches, we will report the results back to the Landlord and request their authorisation to draw-up draft Tenancy Agreements. Whilst we await a final decision on your tenancy, we will discuss with you a provisional date and time you would like to move in to the property. However, please note all arrangements are still subject to contract at this stage.

Should the Landlord instruct us to proceed with drawing-up the Tenancy Agreements, the arrangements continue still to be subject to contract until they have been signed and executed.

Immigration Act 2014 and Anti-Money Laundering Regulations

In order to comply with the regulations, we are required by law to seek verification of your identity and your right to rent a property in England. We will need to meet with you in our office to complete this task, and we will need you to bring original personal documents (such as passport, driving licence, bank statements etc). We may also carry out electronic verification of your ID through Credit Reference Agencies, who will place a search footprint on your electronic credit file. This process may mean that your personal details are accessed by third parties for the specific purpose of anti-money laundering, credit assessment, identity verification, debt collection, asset reunification, tracing and fraud prevention.

Your failure to cooperate with this procedure will result in your proposed tenancy not going ahead, and the forfeiture by you of any fees and holding deposit paid to us.

Tenants Fees

Tenants fees are payable when applying to rent a property through Little London Estates. A list of our current fees follows. This list is a guide only as some vary depending on the size of the property. Once you have identified a property that you are interested in, please ask a member of staff for a full breakdown of fees that may be payable before, during and after a tenancy.

All fees shown are including VAT at 20% unless stated otherwise.

Fees 'BEFORE' moving in, applicable to all applicants

- Holding Deposit – 50% of agreed monthly rent. Half is payable when you offer, and the other half is payable upon receipt of satisfactory references.
- Application & Tenancy Set-up Fee - £360.00 per tenancy (for a tenancy involving up to two individuals).
- Inventory Check-in Fee - £108.00 to £234.00 depending on property size, for unfurnished properties. Properties which are part or fully furnished are subject to a surcharge of 25%.

Additional fees 'BEFORE' moving in which may be applicable to some applicants

- Additional Application & Tenancy Set-up Fee - £90.00 per additional person, only when more than two individuals apply.
- Company Application & Tenancy Set-up Fee - £120.00 (in addition to the Application & Tenancy Set-up Fee, where the tenant is a Company).
- Guarantor's Application & Document Fee - £150.00 (per guarantor).
- Amendments & Special Tenancy Conditions - £42.00 per amendment.
- Express Move-In Fee (if move-in is required less than 5 working days from reservation) - £180.00 per tenancy.

Fees 'AFTER' moving in which may be applicable to some tenants

- Tenancy Renewal Fee - £90.00 per tenancy.
- Amendments, Addendums, Disclaimers & Special Tenancy Conditions - £72.00 per amendment.
- Copy Document Fee & Misc letters for Tenant breach of contract - £48.00 per document.
- Late Payment Charge - £48.00, along with any associated legal costs, plus interest on the overdue amount at 8% above Barclays Bank base rate.
- Overpaid Rent Refund Charge - £48.00.
- Early Termination Marketing Fee – One month's rent plus VAT where more than six months outstanding on the agreement. 50% of one month's rent plus VAT where up to six months outstanding on the agreement. Please note that the tenant also retains liability for the rent until the day a new tenancy commences, plus any fees and costs borne by the Landlord including inventory & check-in fees for the new tenancy.
- Tenant Changeover Fee - £360.00 per changeover.
- Contractor Cancellation Fee - £60.00 per event.
- Key Replacement Fee - £30.00 plus the cost of the keys per replacement.
- Mid tenancy inspection request by Tenant - £72.00 per visit.
- End of Tenancy Inspection to assess damage or missing items after check out - £72.00 per visit.
- Unpaid item Fee - £60.00.

Fees when moving out, which may be applicable to some tenants

- Providing end of Tenancy reference - £42.00 per person
- Deposit deduction surcharge – 20% of the total deposit deduction agreed, plus VAT, subject to a minimum of £60.00.

Frequently Asked Questions

How do I pay the Application and Tenancy Set-Up Fee and Holding Deposit?

Bank transfer is the simplest way of paying, and the payment will normally show straight away. Please contact our office to obtain our bank account details.

What is a Holding Deposit and when do I pay it?

A Holding Deposit is paid to demonstrate your commitment to your offer and the proposed tenancy. Half is payable at the point the offer is made, and the other half when your referencing is completed. If your offer is rejected by the Landlord the first half will be immediately refunded to you. Once the full holding deposit is held by us after your references have been accepted by the Landlord, the property will be held in your name from the date of receipt, and will continue to be whilst pre tenancy administration is conducted. No other tenancy applications will be accepted while the property is being held for you.

Once tenancy agreements have been signed, the holding deposit will be allocated to the overall final payment due from you before moving in.

The Holding Deposit will be forfeited by you in the following circumstances:

- If you withdraw from the proposed tenancy after any part of this holding deposit is received.
- If you later amend any part of your offer detailed in the Tenancy Application Form, and that amendment proves not to be acceptable to the Landlord.
- If you fail referencing because of adverse credit history, or because you have been late with your rent according to any previous Landlord's reference, or because you fail the affordability test based on your proven income figures.

Where your holding deposit is forfeited, it will be paid to the Landlord to compensate them for lost marketing time.

If the Landlord withdraws from the proposed tenancy for any reason (other than you failing referencing) at any time, the holding deposit will be returned to you in full.

What is the Application & Tenancy Set-up fee?

The Application & Tenancy Set-up fee is for providing our services to you, including attending any accompanied viewings, negotiating the terms of your tenancy, the cost of referencing up to two individuals, the compilation of a Tenancy Agreement, protecting your security deposit, and the arrangement of all other related matters such as the Inventory Check In, Energy Performance Certificate, keys, and gas certificate (if applicable).

What is referencing?

References are taken up on all prospective Tenant(s) and Guarantor(s) in order to satisfy the Landlord of your character, credit history, and ability to pay the rent on time. The references may include a credit check, references from your employer/accountant, your previous Landlord or lender and a personal reference. For company tenancies we will review the company's trading position and accounts.

What are the common reasons for failing referencing?

In order to minimise the risk of failing referencing, all applicants must have a clean credit history (no CCJ's, IVA's, bankruptcy orders or any other adverse credit, including a low credit-score), and at least one of the applicants must have an income that can be confirmed by an employer (accountant for self-employed applicants) or pension provider. The applicant's employment status must be permanent, and not subject to a probationary period. Self-employed applicants will need to have at least one year's accounts available. The combined annual income of the applicants must be in excess of 30 times the monthly rent.

What happens if I fail referencing?

In the event that you fail referencing, it is highly likely that your proposed tenancy will not be able to go ahead. In this event, your Application & Tenancy Set-up fee, and your holding deposit, is not refundable. To minimise the risk of you losing this money, if, based on the information in the above paragraph, you suspect that you may not pass referencing, please discuss the matter with our Lettings staff before making a final decision whether to proceed.

What if I have or need a Guarantor?

Should a Guarantor be required for your tenancy, he/she will need to fulfil the criteria above (subject to an increased annual income multiplier of 36 times the monthly rent), not be a tenant in a rented property themselves, and must reside in the UK.

When do I pay the Application & Tenancy Set-up fee?

The fee is payable immediately once your offer has been accepted, subject to contract and satisfactory references, by the Landlord.

What will I need to pay before moving in?

The initial payment consists of the Security Deposit (normally 1.5 times the monthly rent), and the first month's rent, less the initial Holding Deposit. If there are any other charges that should have already been paid by you outstanding, these will also need to be settled prior to moving in.

Are there any other fees which may be payable before I can move into the property of my choice?

In certain circumstances, other fees may apply, as follows:

Guarantor's Application & Document Fee

Depending on the outcome of your application from the referencing company, your earnings or overall financial position may require you to provide a Guarantor. This is not uncommon, and means you have someone on your behalf that undergoes credit referencing to ensure they have sufficient earnings to cover the overall rent commitments in the event that you, as the tenant, are unable to pay your rent. This fee is payable in respect of each Guarantor to cover credit referencing costs and providing a Deed of Guarantee as part of the Tenancy Set-up, which details their obligations as a Guarantor.

Amendments & Special Tenancy Conditions

Occasionally you may have a special request that you didn't include in your original offer terms. As an example, if you request to keep a pet at the property, after the terms of your tenancy have been agreed but before the tenancy has started, then a charge of £42.00 will be made to reflect the work required to amend the tenancy agreement, assuming the Landlord agrees to your request. If the tenancy has already started, then a charge of £72.00 will be made to reflect the increased work in creating an Addendum to the tenancy agreement, assuming the Landlord agrees to your request.

Express Move-In Fee

This fee applies if you request a move-in less than 5 working days after your references have been approved by the Landlord, as it will become a priority above other applications going through, which will therefore be delayed.

Are there any fees which I may have to pay either during or after the tenancy?

Yes, we provide the following additional services where fees may apply:

Tenancy Renewal fee

This is the cost of preparing a Tenancy Extension Agreement and negotiating with your Landlord for a further period. Renewing your tenancy, if agreed by your Landlord, gives an assurance of staying in the property for a further period, and avoids the uncertainty of a Landlord serving notice at any time.

Amendments, Addendums, Disclaimers & Special Tenancy Conditions

This may be applicable if a change to the tenancy is required mid-term. This may be due to a change in personal circumstances. The charge is to reflect the work required in creating an Addendum to the tenancy agreement, assuming the Landlord agrees to your request.

Copy Document Fee & Miscellaneous Letter Fee for Tenant Breach

If you require copy documents of the ones already provided to you, a fee is payable. In the event we need to write to you to warn you of a breach of the tenancy agreement by you, likewise a fee is due.

Late Rent Payment Charge

This fee is to cover the charges and administration cost when a rent payment is late, meaning that the Landlords rent cannot be processed and letters need to be sent. Standing orders are out of our control so it is essential that you check with your bank well in advance of the rent due date that the standing order is in place and that funds are available to pay the rent. This fee is due every time a rent payment is 7 days overdue, or multiples of 7 days overdue. Rent payments which are seven or more days late will also attract interest at 8% above the Barclays Bank base rate.

Overpaid Rent refund charge

You must cancel your Standing Order directly with your bank at the end of the tenancy after the final rent payment has been made. *We are not able to do this for you.* This fee covers the costs incurred by us in the time taken to arrange the refund of your overpayment, including notifying you of the overpayment, requesting your bank details for the refund payment, and arranging the payment with our bank. This fee is due where we have to refund an overpayment of rent to you due to your failure to cancel your standing order.

Early Termination of Tenancy

If you request an early termination of the contract outside what has been contractually agreed, and the Landlord agrees for the property to be remarketed in order to find suitable replacement tenants, then you have to pay our Early Termination Marketing fee. This fee is for our efforts in arranging the re-marketing and all associated activities such as dealing with enquiries from potential tenants and carrying out accompanied viewings, and the production of a Deed of Surrender for signature by you. You will also be expected to pay any fees incurred by the Landlord as a result of your unexpected termination, such as Inventory & Check-in charges relating to the new tenancy. You will also remain liable for the property and the rent until the commencement of a new contract with the replacement tenant. In the event that any replacement tenancy is agreed at a lower monthly rent, you will also be liable for the difference in rent, for the number of months that were unexpired under the terms of your tenancy. In the event of an Early Termination Request being allowed, you will be required to sign a 'Deed of Surrender' confirming the date on which you will vacate the property and surrender your tenancy. You will also need to pay the Early Termination Marketing Fee and Landlord's charges at this stage. They cannot be paid by way of a deduction from your deposit.

Inventory Check-In

Where we have arranged for an inventory for the property to be prepared at the cost of the Landlord via an independent inventory clerk, you will be liable for the charge for the Check-in appointment with the Inventory Clerk. At this appointment, you will be shown around the property by the Inventory Clerk, and you will be asked to confirm your agreement to the content of the Inventory and Schedule of Condition of the property. At the end of your tenancy, you will be invited to attend a check out appointment, the cost of which will be paid by your Landlord, during which you will be expected to return the keys to the property, and the independent inventory clerk will complete their inspection at the end of the tenancy. The check out report forms an essential part of the procedure in the release of your security deposit.

End of Tenancy reference request

If you move to a property that is not rented through Little London Estates at the end of your tenancy with us, we may be asked to provide a Landlord's reference to your new Letting Agent or Landlord. Our charge covers our work in doing this. Before we can provide the reference we will need to receive your payment of this amount.

Tenant Changeover Fee

If one of the tenants wishes to leave the property you are renting mid tenancy, and replace themselves with a new tenant, then we have to conduct most of the pre-tenancy administration again, organising the release and registration of deposits, issuing new tenancy agreements to all parties and referencing the incoming tenant.

Contractor Cancellation Fee

If arrangements are made with you or any other tenants to provide access to an employee of Little London Estates with a contractor, or a contractor directly with keys or direct at the property, then the cancellation fee will be charged if these arrangements are cancelled within 24 hours of the appointment due to take place, or if access to the property is denied for whatever reason.

Key Replacement Fee

If we are required or requested to cut new sets of keys after the tenancy has commenced for additional tenants, additional sets requested, or lost or misplaced keys then this fee will become payable in addition to the cost of cutting the keys. If keys are lost, the Landlord may request that the locks are changed at your cost.

Mid Tenancy Inspection requested by tenant

If you request us to do a mid tenancy inspection specifically to document or report back on any matter, then this fee will become payable. This is not to be confused with the visit of a contractor who is carrying out works on behalf of the Landlord, the costs of which are borne by the Landlord.

End of Tenancy Inspection to assess damage or missing items after check out

If after the Check Out report has been received it has been determined that damage or missing items have been identified, quotes will have to be arranged by us in order to measure any cost that may be proposed to be deducted from your security deposit. A fee is payable for this inspection.

Unpaid Item Fee

If any payment is returned as 'unpaid' by your bank, we make this charge to cover our work and time in chasing payment.

Deposit Deduction Surcharge

Where it is necessary to deduct money from your deposit to make good any damage at the property, compensate the Landlord, or settle bills which you should have paid, we will charge you this. The surcharge is over and above the invoice total of the contractor or the amount of compensation agreed between you and the landlord.

Further information in relation to renting a property

Tenancy Agreement

The form of the Tenancy Agreement is designed to specifically cater for the circumstances of both you and the Landlord. It is extremely important that you read the Tenancy Agreement carefully and make sure you understand all the clauses in it. If there is anything which you do not understand or would like clarified, you should initially discuss it with one of our lettings staff. You should also seek independent legal advice to satisfy yourself that you understand all aspects of the document.

Signing the Tenancy Agreement

We normally issue the Tenancy Agreements and other documents for signature electronically via recorded e-mail. All other prescribed documents relating to your tenancy are also normally issued by e-mail. Once you and the Landlord are happy with the agreements, we ask all parties to sign them online. In the event that you are not able to deal with these documents electronically, please let us know as soon as possible, so that paper versions can be produced. In this event, we will also ask all parties to initial the corner of every page to confirm they have read that page, and that no new pages have been inserted after signing. Once all parties have signed the Tenancy Agreements, we will date each copy and execute them. They will then be legally binding on all parties. You will be forwarded one original, executed copy of the Tenancy Agreement for your own files. A second copy will be sent to your Landlord, and a third will be retained in our own files. Should you ever lose your original copy, we can supply a photocopy to you, subject to our Copy Document charge.

Inventory & Schedule of Condition

Before the tenancy starts an Inventory will be prepared to provide a detailed schedule of the contents and their condition, and the condition of the property. The Inventory is a very important document because it protects both you and your Landlord from disagreements about these matters at the end of the tenancy. See 'Returning your Deposit to you'. The costs for the preparation of the Inventory and Schedule of Condition are paid by the Landlord.

Check-in & Check-out

The Inventory and Schedule of Condition is reviewed at the beginning and at the end of the tenancy. Once you have agreed the contents of the Inventory, you will be asked to sign it. A copy will be given or sent to you for your own files. The Landlord will meet the cost of the check-in report, and you are responsible for the relevant cost of the check-out. During the check-out, any discrepancies against the original Inventory are noted, including discrepancies over the condition, cleanliness etc. A Check-out report will then be drawn-up and sent to us. It is important that you attend the check-out appointment, in order to discuss any possible discrepancies with the Inventory Clerk whilst at the property.

Stamp Duty

In some cases, you may be liable to pay Stamp Duty on your lease. You are therefore advised to contact HM Revenue & Customs to ascertain whether Stamp Duty is applicable to your tenancy. For more information, visit www.hmrc.gov.uk. You are responsible for arranging and paying any Stamp Duty that may apply.

Initial Payments

Ideally, payment should be made by direct credit transfer into our Client Account (eg. CHAPS or BACS payment). Please ask your bank to quote the address of the property as the payment reference, to help us identify it when it is received. Please bear in mind though that occasionally some types of 'electronic payments' take a certain number of days to reach our account. Therefore, if you are in any doubt as to the best way to make these payments, please contact a member of our Lettings staff. If you decide to make these payments by cheque, we must receive it at least ten days before your tenancy is due to start. Any cheque which has to be re-presented or is returned to us unpaid, is subject to our Unpaid Item Fee. Bankers Drafts and cheques should be made payable to 'Little London Estates'.

Deposit

Your Deposit is usually held by us as Stakeholder for the duration of your tenancy. If your Deposit is to be held by your Landlord, we will notify you of this. The Deposit is intended to be used to offset any costs required to remedy the failure of the tenant to fulfil the conditions of the Tenancy Agreement. The charge for the Check-out report will be deducted from your deposit prior to calculating any deductions due following the report. Please note that in extreme cases it is possible that deductions due from the deposit may exceed the actual deposit amount. In these cases, you will be required to meet any shortfall.

Overall Responsibilities

You are required to take proper care of the property. This includes, for example, cleaning chimneys when necessary, unblocking the sink when it is blocked, replacing electrical fuses if required, changing electric light bulbs, and general pest-control where necessary. In addition, you must not damage the property wilfully or negligently, and you must ensure that family or guests do not damage it. If they do, you will be liable to bear the costs. Please be advised that there is a 'non-smoking' policy in the property unless you have written consent from the landlord or ourselves to contradict this. There is also a 'no pets' policy unless agreed and confirmed in writing by ourselves prior to commencement of the tenancy. All amenities gas, electric, oil, telephone etc are the tenants responsibility during the tenancy term.

The above information is intended for brief guidance only. The Tenant's full responsibilities are set out in your Tenancy Agreement.

Rent Payments

After the initial payment, your rent should be paid by Standing Order. We will provide you with details of the bank account to pay the rent to, but it is your responsibility to set-up the standing order. Some banks do not yet offer 'faster payments', which means that your standing order payment may take up to four working days to clear into the account. The rent must be cleared into the account on the due date, so you should check with your bank how quickly the payment will arrive, and adjust your payment date accordingly. Please ensure that there are sufficient funds in your account on the day to meet the payment. If any rent payments are received 7 days late or more, they will be subject to our 'late payment charge' and may also attract interest.

Utilities

You are responsible for the payment of all utilities charges (for example gas, electricity, telephone and water) during your tenancy. We recommend that you notify all utilities companies of your contact details and meter-readings at the beginning and end of your tenancy.

To help with the move-in process we have teamed up with Tenant Shop to streamline the registration process for your new property by notifying the local council, water and energy suppliers of your move. We will use software supplied by Tenant Shop to notify all the necessary organisations that you have arrived and provide your contact information, moving in date and meter readings where applicable. Tenant Shop will call you to clarify the current suppliers to your new property. The reverse will happen when you move out.

Tenant Shop Limited, whose registered office is at Inchora House, Building X92, Cody Technology Park, Farnborough, Hampshire, GU14 0LX is fully compliant with the Data Protection Act 2018 and is registered with the Information Commissioners Office registration number Z305733X. Tenant Shop Limited will only use your information for the purposes set out above. Tenant Shop is a trading style of Tenant Shop Limited which is an appointed representative of Albany Park Limited, which is authorised and regulated by the Financial Conduct Authority. Financial Services Register number for Albany Park Limited is 304130 and 741081 for Tenant Shop Limited trading as Tenant Shop. This is regarding Insurance products only. You can alter your options, exercise the right of restricted processing or opt out at any time by emailing: customerservices@mytenantshop.co.uk

Tenant Shop may also be able to offer you assistance, if requested, with arranging other services, such as telephone, internet, TV and insurance products. If you decide to use Tenant Shop to arrange any services, you remain responsible for

any contract terms that exist with the supplier of those services, even if the contract period runs beyond your period of occupation at the property. If you have a television, you will require a TV licence. If you require any local parking permits, these are also your responsibility.

Council Tax

You are responsible for registering with the local authority Council Tax department for the duration of your tenancy. You are responsible for paying appropriate Council Tax for the period of your tenancy.

Insurance

You are strongly advised to arrange your own insurance to protect your belongings, contents and valuables. Any insurance the Landlord may have will not cover the tenant's belongings. You are also responsible for any injury or death at the property caused by you or your guests, and insurance should be taken out to cover this.

Property Management & Maintenance

We will notify you when you start your tenancy who to contact with maintenance issues or problems. On some occasions, this will be us. On some occasions this will be your Landlord or their nominated repairers.

Periodic Inspections

Your Landlord may wish to ensure that the property is being kept in good order. In such circumstances, it will be necessary to arrange periodic inspection(s). The inspections are only carried out during normal weekday working hours. You can opt to be present at such an inspection, if you would like to be. We always endeavour to arrange these visits well in advance to ensure you are put to the minimum inconvenience.

Renewal

If your rent has increased as part of a renewed tenancy, please remember to amend your Standing Order mandate appropriately. Any such proposal to extend/renew your tenancy remains 'Subject to Contract' until the necessary paperwork has been signed and executed.

Your responsibilities when vacating the property

At the end of your tenancy you must ensure that all your obligations are met, including making sure that rent and utilities charges are paid up to date. You must arrange for final meter-readings of electricity, gas, telephone and water (if applicable) and give the utilities companies a forwarding address for final accounts. You must also notify the Local Authority with regard to Council Tax charges. In addition, you must provide us with your forwarding address. You must ensure that the property is left in a thoroughly clean and tidy condition.

You must:

- return all items of fixtures/fittings to their original position as detailed in the Inventory;
- replace all broken/missing items to equivalent standards;
- return all keys, including duplicates, to us;
- arrange for the Post Office to redirect your mail;
- Pay all final utilities accounts and provide your forwarding address to the utilities companies and Council Tax department of the Local Authority.
- Ensure the garden is left properly-tended for the time of year.

Failure to comply with these requirements will delay the return of your Deposit and result in deductions being made from it, including our charges for undertaking tasks which are your responsibility.

Returning your Deposit to you

At the end of your tenancy, your Deposit will be returned to you once we have received and reviewed the Check-out report, and agreed any deductions to be made from it between you and your Landlord. Where we are holding your Deposit, we will liaise between you and your Landlord to establish if any deductions are necessary. Once we have written agreement from both Landlord and Tenant of any deductions to be made, the balance of the Deposit will be returned to you. At the end of your tenancy, please provide written details of who the deposit should be paid to, and your forwarding address. We cannot divide the Deposit into more than one payment, for example to different payees. Where we do not hold your Deposit, you will need to liaise direct with your Landlord to obtain the return of the Deposit. In the event that agreement cannot be reached between the Landlord and Tenant, the issue will be referred to a Dispute Resolution Service.

'Shared' Tenancies

Tenants' responsibilities

Tenants are jointly and severally liable for all aspects of the Tenant's responsibilities. This means that each individual Tenant is completely responsible for all the obligations, including rent, of the tenancy. When considering entering into a Tenancy with other sharers it is important to understand the obligations you and your fellow occupants will be entering into. Here are some issues to note and consider:

- All parties to the Tenancy Agreement will have these responsibilities even if they leave the property before the Tenancy term, unless otherwise agreed in writing.
- Rent must be paid by one single Standing Order. Any rent not paid is the responsibility of all sharers.
- At the end of the Tenancy the Inventory will be checked and all of the Tenants will be responsible for any deductions even if they themselves did not cause the damage.
- How well do you know the other sharers? Are you sure you get on with them well enough to live with them?

Changes to sharers

Should any mid-tenancy changes be made to the sharers (for example the replacement of one sharer with a different one), these can only be made with the agreement of your Landlord, and may be subject to conditions. In addition, we will charge a Tenant Changeover fee to arrange the necessary paperwork. This fee includes the cost of taking up references on the proposed new occupant.

IMPORTANT NOTE REGARDING ALL CHARGES DETAILED IN THIS DOCUMENT

If your tenancy continues for a period in excess of two years, the fees and charges in this document will be superseded by the version of this document that is current when the charge becomes due. If this should be the case, we will forward a copy of the latest document to you upon request. Any entirely new charges detailed in future versions of this document but which are not detailed in this version, will not apply.

APPLICATION FOR TENANCY

Property Address:

Monthly Rent: £ Proposed Term of Tenancy:

Proposed Tenancy Start Date:

First Applicant

Full Name: Occupation:

Current Address:

E-mail:

Tel No: (Mobile) (Landline) Date of Birth:

Second Applicant

Full Name: Occupation:

E-mail:

Tel No: (Mobile) (Landline) Date of Birth:

Third Applicant

Full Name: Occupation:

E-mail:

Tel No: (Mobile) (Landline) Date of Birth:

Guarantor

Full Name: Occupation:

E-mail:

Tel No: (Mobile) (Landline) Date of Birth:

Please provide an address that we can use to contact you after the end of your tenancy, such as a trusted family member. You can always notify us of a different address when you leave if you wish:

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Are there any additional proposed occupiers who will not be included in the tenancy? (include dependent children, other relatives, lodgers etc.) Please give full names and ages.

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Please list any pets that you have or intend to have during the tenancy.

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Are any of the proposed tenants (or additional occupiers) smokers? (Y/N)

Do all proposed tenants have a regular monthly income from Employment, Self-Employment or Pension? (Y/N)

Is the combined annual income of all tenants more than 30x the monthly rent? (Y/N)

Having read the accompanying Guidance Notes, if necessary, could you provide a Guarantor? (Y/N)

Note: A Guarantor must have clean credit, annual income of at least 36x the monthly rent, be a UK Resident and not renting a property themselves.

Are you currently, or do you intend to start, claiming Housing Benefit? (Y/N)

Having viewed the property, is your offer to rent dependent upon any specific criteria? (These may include clarification of items of furniture to remain or be removed, provision of white goods etc.). If Yes, please specify, in detail.

Declaration

Having read and understood the accompanying Application for Tenancy and Guidance Notes for Tenants (v10), I/We wish to apply for the above tenancy, on the above terms. I/We understand that by applying for this tenancy, I/We agree to accept the costs, charges and terms contained within this document, and agree that all documents relating to my/our proposed tenancy may be issued to me/us by e-mail. I/We also understand that, in the event of my/our failing referencing, or deciding to withdraw from this tenancy for any reason and at any point prior to commencement, I/We will not receive a refund of our Administration Fee or Holding Deposit.

Your signature(s):

Print name(s):

Date:

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