

Property: Property Code: Rental: £ per month

DEPOSIT RECEIVED LANDLORD AWARE CREDIT CHECK

Full Name: Mr/Mrs/Miss/Ms/DR.....

Tel:Home:Work:

MobileNo(s):Email:

Occupation:

Date of Birth: Smoker? Yes / No (Please delete as appropriate.)

Any Pets? Please list here: Children? Please also state ages

Bank Details: Acc. Name: Acc.No:Sort Code:

Length of time with bank:years Deposit will be returned to this account at the end of the tenancy

Do You Have Any Adverse Credit History? Yes / No (If Yes, please give details on reverse of form.)

Present Address:

.....

Are you the: Owner/Tenant /Council Tenant/With Parents/Other (please delete as appropriate)

Length of Stay? (If less than 3 yrs, please give previous addresses on reverse of form.)

Reason for Moving?.....

Reference 1:

(Existing Landlord's Name and Address).....

Tel No:Email:

Please notify them that we will be contacting them.

Reference 2:

(Current Employer's Name and Address).....

Contact Name: Tel. No: Email:

Fax No: Your National Ins. No: Start Date:

Payroll Number: Annual Salary: Full / Part time?

Do you have any additional sources of income? Yes / No If so, how much?

Please notify your employer/accountant that enquiries will be made to verify the above information. Are you aware of any matters that may cause your employment to change in the near future (if yes, please give details on a separate sheet) Yes / No (Please delete as appropriate)

Next of Kin 3: (other than spouse or live-in partner, name and address).....

.....

.....Telephone No:

PLEASE ALSO COMPLETE PAGE OVERLEAF

Do you intend to make a claim for any kind of housing benefit to assist with rent payments? YES/NO

Preferred date to start tenancy:Preferred length of tenancy:6 months / 12 months

The following tenant fees apply:

Single person: £150 inc VAT **Two persons:** £200 inc VAT **More than 2 adults :** £50 inc VAT per person
Guarantors £50 inc VAT **Company Letting** £250 plus VAT

The above fee covers some of the administration costs associated with credit checking and setting up the tenancy. No further fees will be charged for check outs, check ins, inventory checks, providing references, or for any further applications to rent any other property through Space Lettings at any time, as long as the tenant does not breach the tenancy agreement. If rent is paid late however then the charge for a reminder letter, text or email is £15 per occasion the rent is late.

It is understood that the property is accepted in its general condition at time of viewing unless the landlord or agent has confirmed otherwise in writing. It is the tenant's responsibility to ensure that they fully understand which items of furniture will remain or be removed prior to signing this tenant application form. The landlord/agent will not enter into further discussions on any changes or improvements to the property after accepting the tenancy application.

Specific Requests.....

I understand that if I default on my tenancy obligations, this information may be released (per S35 DPA 1988) to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

It is agreed that Space Lettings can take up credit and other references as required and it is understood that this information may be provided to the landlord of the property. I understand that if any of the above information is found to be false or incorrect then the tenant fee will be used to cover the cost of the administration associated with the aborted tenancy.

I hereby agree that in the event of my withdrawal from renting this property prior to signing the Assured Shorthold Tenancy Agreement, the tenant fee will be used to cover the cost of the administration involved and any expenses incurred by the Landlord (including loss of rent), will be deducted from the holding deposit payable with the completion of this Tenancy Application Form.

The sum of £500 is submitted with this application as DEBIT CARD / CASH / CHEQUE / BANK TRANSFER (please tick as appropriate) made up of the following:

Tenancy fee £..... (inc Vat)
Holding deposit (to become part of the deposit for the tenancy) £.....

Remainder of one and a half month's rent deposit, plus first month's rent, is payable prior to release of keys.
PLEASE ENSURE THAT YOU BRING ONE FORM OF PHOTO ID WITH YOU (current passport or driving licence) AT TIME OF PICKING UP KEYS.

Signature:..... Date:

Additional Information:

Please return to: The Lettings Manager, Space Lettings, 16 London Road, St Albans AL1 1NG
Tel: 01727 862381 Fax: 01727 862534 Email: info@spacelettings.com

For Completion by Space Lettings: Invoice..... Tax Point (Date):

Tenant Property No Invoice No..... (Date followed by property no)

Agency Fee: £127.66/ £170.21 VAT: £22.34/ £29.79 Total Fee Inc VAT £150/£200

IMPORTANT: PLEASE DETACH THIS INFORMATION SHEET AND RETAIN FOR YOUR REFERENCE

TENANT Q&A

“I’ve found a property. What happens next?”

Q How do I apply for a property?

A We will give you a Tenant Application Form to complete. This can be either emailed to you or a paper copy given when you have expressed an interest in a property. Please note that the application cannot be processed unless the application form has been completed in full. It is essential that all information given on the form is accurate as any knowingly false claims will result in the application being rejected with the loss of your tenant fee and the holding deposit if the landlord suffers any loss due to taking the property off the market and this resulting in the property being unoccupied.

Q What happens to the personal information I supply to you?

A Any personal information you supply to us will be treated confidentially and held in compliance with the Data Protection Act 1998. On signing the application form you authorise us to share this information with the landlord in order that we can gain approval for the tenancy.

Q What fees/deposit do I have to pay?

A An initial payment of £500 is required as soon as you have selected a property. This payment is made up of the tenant fee of £150 for one person renting or £200 for two people, (£50 each for additional persons) with the remaining money being the first part of the deposit for the property. The remainder of the 1.5 months deposit plus the first months rent is payable when you move in. The Agency Fee is a One-off Fee for Life. While renting with us either with the initial property or other properties you’ll pay *no further fees, now or in the future* as long as no tenancy agreement has been breached. *This means no renewal fees, no check out fees and no further fees even if you rent any other properties from any Space Lettings branch in the future.*

Q Is my deposit refundable if things don’t work out?

A If you change your mind regarding renting a property then the agency fee will not be refundable and the initial part of the deposit may also be forfeited especially if the landlord has suffered costs due to stopping marketing the property. However if the landlord does not accept your offer then your £500 will be refunded in full.

Q Will you stop viewings at my chosen property?

A Once you have paid us your deposit, and the Landlord of your chosen property has approved your application, we will cease all viewings. The choice of Tenant for the property is ultimately that of the Landlord. If two parties are competing for a property, it is the Landlord’s prerogative to decide which one he favours and may not be determined by who viewed the property first. We are not able to discuss other offers made for a property.

Q When will I receive a Tenancy Agreement to sign?

A Two copies of the tenancy agreement will be sent to you within 5 working days of us receiving your application forms and initial payment, assuming no delays are experienced in obtaining references. You will need to sign both copies and return them to us. We will then either sign on behalf of the landlord or obtain the landlord’s signature as soon as satisfactory references have been obtained. Your copy is then sent to you. The acceptance of your Tenancy Agreement by us on behalf of the Landlord is subject to satisfactory references.

Q How do I pay my rent each month?

A Your rent should be paid each month by Standing Order and this is a condition of your tenancy agreement (we do not operate a direct debit system). We will give you the required Standing Order form for you to fill in and provide to your bank to set this up. It is your responsibility to make sure that this is implemented by your bank and that your rent reaches Space Lettings account on the designated date each month.

Q What do I need to do on Check-in Day?

A On the day it has been arranged that you will move into your rental property, please come to our shop at 16 London Road, bringing with you both your signed Tenancy Agreements and the means to pay the remainder of your deposit and first month's rent. **Please also ensure that you bring one form of photo ID (current driving licence or passport) with you.** Your keys can be issued once payment has been received and the tenancy agreement has been signed. It is not normally possible to release keys prior to the first day of the tenancy.

Q What do I need to pay on Check-in? How do I pay?

A You will need to pay the remainder of your deposit (to total the equivalent of one-and-a-half month's rent), plus the first month's rent in advance. Payment by Debit card is the preferred method of payment although a bankers draft or cash can also be accepted. A personal cheque is not acceptable on Check-in day. If you wish to pay by cheque, this should be made payable to "Space Lettings" but we would need to receive it at least 10 days prior to Check-in. Please note that credit cards are not accepted.

Q How is my deposit held? How will it be returned when my tenancy ends?

A If your property is fully managed by Space Lettings, your deposit will be held as Stakeholder in accordance with the Tenancy Deposit Protection Scheme and can be released as soon as agreement is reached, in line with government regulations. For more information on this please refer to your tenancy agreement or view the website www.thedisputeservice.co.uk.

If your property is not managed by Space Lettings then it may be held in accordance with the custodial scheme: The Deposit Protection Service (For more information: www.depositprotection.com). Please refer to your tenancy agreement.

Q What about Water, Gas, Electricity, Council Tax and Telephone?

A Unless otherwise agreed Space Lettings undertakes to take all meter readings at the beginning and end of the Tenancy. However you as the account holder are responsible for notifying the Utilities and Council Tax of change of Occupier. Unless stated in your tenancy agreement you will be responsible for paying these accounts. You must also make all arrangements for telephone and TV services yourself.

Q What about insurance?

A Tenants are responsible for insuring their own possessions. We would strongly urge you to take out an appropriate Contents Insurance, which includes Third Party cover for the Landlord. Please ensure that your possessions are covered by Contents Insurance from the very beginning of your Tenancy.

Q What are my areas of responsibility as a Tenant?

A In a Fully Managed property, Space Lettings acts as the agent of the Landlord and will aim to resolve any maintenance issues of which you notify us. However, you, as Tenant, are still reasonably expected to:

- do all day-to-day cleaning
- dispose of all rubbish
- do all window-cleaning
- change lightbulbs
- do general household and garden maintenance, such as the cutting of grass (please refer to your contract for clarification).
- report to us any water leaks, however small.
- forward to us, at **16 London Road, St Albans AL1 1NG**, any post that may arrive for the Landlord or former Tenant(s).
- safeguard all keys issued. If you are locked out, you may be able to collect a spare set from our shop. Outside office hours, you will be responsible for arranging and paying for a visit from a locksmith. Timpsons run a 24-hour lock-out service and can be contacted on 0800 0187 187.

Further details are outlined in your tenancy agreement.

If you have a maintenance problem and Space Lettings manage the property then you should call our maintenance line 01727 891052. If the landlord manages the property then we will have provided their details to you and you should contact them directly.

Q Who should I call if I have any questions?

A Please call us on 01727 862381 if you have any further questions not covered by the above.

(Revised Dec 2009)