

# TENANCY PROPOSAL FORM

Please read the accompanying Explanatory Notes for Proposed Tenants before signing and returning this form with I.D. confirming your 'right to rent' - ask for details if required.

TuckerGardner

Property you wish to rent:	Rent:
Full name (inc. title):	Date of birth:
Present address:	
Period at address:	<input type="checkbox"/> Owner <input type="checkbox"/> Council tenant <input type="checkbox"/> Private tenant <input type="checkbox"/> With parents <input type="checkbox"/> Other <small>(Please advise)</small>
Mobile tel no:	Email:
Your job title:	Annual salary:
<input type="checkbox"/> Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> On contract <input type="checkbox"/> Temporary <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Student <small>(if your employment is due to change in the near future, please give details)</small>	
Employer:	
Name and contact details of proposed co-tenants:	
Proposed move in date:	Preferred length of initial term (i.e.: 6 or 12 months):
Details of any pets:	How many under 18s will be living in the property:
Are any applicants aware of any adverse credit history that may affect this application? If so, please detail on a separate sheet.	
<b>Important information:</b> By signing this form, you confirm that the supplied information is to the best of your knowledge and belief, true, and may be verified. Completing this form indicates your good faith and serious intentions to proceed with renting the above property. It is important to point out that this does not oblige our client to let the above property or any other property to you and it does not commit the landlord to granting a tenancy or constitute an offer of a tenancy. If you have any additional requests relevant to your application to rent this property (such as any decorating, removal of furniture etc.) please detail on a separate sheet of paper. Please be advised that such requests are subject to negotiation and may not therefore be granted.	

**PLEASE NOW READ 'EXPLANATORY NOTES FOR PROPOSED TENANTS' BEFORE SIGNING HERE**

Signed: ..... Date:.....

## EXPLANATORY NOTES FOR PROPOSED TENANTS

Please read these notes before signing and returning the tenant proposal form.

### Applying for a property

Once you have chosen a property you will need to complete this form. Once this has been received, we will present it to the landlord and will endeavour to let you know within 24 hours if your application has been accepted, subject to references. At this point, you will be asked to pay the required Tenancy Administration Fee (shown overleaf) and the property will be taken off the market whilst references are processed. You will be contacted by a representative from a referencing agency to complete a full application.

On occasion we may receive more than one application on a property. Our commitment is that we will only ever process one application at a time on a property so if multiple applications are received a decision will be made as to which application we will progress. The other parties will be informed at the earliest opportunity and receive a full refund of any amounts paid. We will also endeavour to find suitable alternative accommodation.

### References and guarantors

Upon acceptance of the application we will either utilise the services of an external referencing agency or take references direct from your employer, previous landlord and a character referee. We may also carry out a credit reference check with Experian.

In certain circumstances a guarantor may be required. The guarantor is normally a member of the applicant's family who is of sufficient means to guarantee the payment of rent.

### Commencing the tenancy

Once satisfactory references have been obtained you will be contacted by the Property Manager responsible for the property to arrange a tenancy start date. Payment will be required for apportioned rent and the dilapidation deposit which must be made with CLEARED FUNDS. We accept debit and credit charge payments, but please note that credit cards and overseas debit cards will attract a small additional charge. Alternatively we will also provide bank details for automatic transfers if you prefer, which must be done 4 WORKING DAYS before commencement, quoting the first line of the property address, so that the funds clear in time. The total amount will be detailed on a statement which will be provided prior to the commencement date.

On commencement of the tenancy you will be given the keys, a copy of the tenancy agreement and a copy of the inventory, if available.

### Dilapidation deposit

A dilapidation deposit is payable at the start of any tenancy and is usually equal to 1.5 times the monthly rent (eg. if the monthly rent is £600 then the deposit will be £900). The purpose of the deposit is to cover the cost of any cleaning, repairs or replacements found to be required at the end of tenancy inspection carried out by your appointed Property Manager.

For your peace of mind, and in accordance with the Housing Act 2004, all deposits must be held within an authorised tenancy deposit scheme. This means that not only is the amount secure but that you will also have access to the scheme's dispute resolution service if you disagree with any deductions made at the end of tenancy. You will be informed of the scheme being used within 14 days of paying your deposit.

## Inventory

An inventory of contents and schedule of condition is prepared for each fully managed property prior to letting. You are requested to check the list carefully, then sign and return one copy within 48 hours of receipt. Any discrepancies in the contents or the condition descriptions should be noted prior to returning the inventory to us (any points made may be subject to a verification inspection by your Property Manager). Please feel free to take a copy for your records.

It is important that you do check the inventory as it forms the basis of the inspection to be made after the end of the tenancy. If a signed copy of the inventory is not received within 48 hours it will be assumed that the inventory is accurate in every detail. Please note, if there is a change of share, the inventory will not be updated.

## Utilities and council tax

You will usually be responsible for electricity, gas, water, council tax and telephone bills on the property.

For Fully Managed properties, we will arrange the transfer of electricity, gas and water accounts by taking meter readings prior to the start of the tenancy and then submitting the necessary forms to the supplier concerned (\*NB: You will be required to inform us immediately if you change your electricity or gas supplier).

We will notify the relevant Local Authority of the commencement of your tenancy so that they may invoice you directly for Council Tax. Please note that if you are a single occupier you are entitled to a 25% discount.

We cannot make any arrangements to connect a telephone and suggest you contact either BT (0800 800150) or Virgin Media (0845 4541111) at least three working days prior to occupation.

A television licence and any cable, digital or satellite television arrangements will be your sole responsibility. However, if a cable, digital or satellite service is not already available at the property you must contact us for written permission prior to installation.

## Insurance

The landlord is responsible for insuring the main structure of the building, their contents, fixtures and fittings. This insurance will not cover your belongings or accidental damage to the landlords contents. The tenancy agreement therefore requests you adequately insure the Landlords possessions, fixtures and fittings against accidental damage for the duration of the tenancy. Please ask if you require any further clarification.

## Periods of absence / Frost damage

You must notify us in writing when the property will be left vacant for more than 14 days.

During cold periods the property should not be left empty overnight without any heating, due to the risk of freezing and bursting pipes. Water should be turned off at the mains stopcock whenever a property is left empty during winter months.

## Maintenance and repairs

You must contact us immediately in respect of any maintenance problem. The landlord is responsible for the fabric and services of the building, plus any fixtures and fittings such as kitchen appliances; except in the instance whereby the damage or fault has arisen due to neglect or misuse. Expenses incurred without prior approval may not be refunded.

We have established relationships with proven contractors so we can respond quickly to any reported problems subject to the necessary authority from the landlord.

You will appreciate that we are the custodians of the landlord's money and, as such, there are occasions when we need to revert to the landlord for their specific instructions.

If the property has gas an annual safety check is required by law. You will be expected to allow our appointed engineer reasonable access.

## End of tenancy

When you wish to vacate the property you must give one month's notice in writing to be received at our offices no later than two working days after the date of the notice.

If, for whatever reason, you need to vacate the property during the initial term then we will endeavour to re-let the property, thereby releasing you from your ongoing liability. There is an early release administration fee to offset some of our additional costs in this respect.

Keys must be returned to our offices on, or before, the day of vacating the property, together with a forwarding address. Failure to return keys will result in a continuing liability for rent.

An end of tenancy inspection will be carried out by your Property Manager and you will be notified of any faults. During the inspection electricity, gas and water meter readings will be taken and we will notify the service provider of the end of your tenancy and liability.

## Fee schedule

We believe in complete transparency and therefore reflected below is a note of when amounts are due, plus the charges that may apply to your tenancy and the situations in which they occur. There are no hidden extras and all fees shown are inclusive of VAT at the current rate.

## TENANCY ADMINISTRATION FEE

(Due on application):

One individual (over 18 years).....	£350
Each individual thereafter .....	£100
Company let .....	£400
Discounted rate for bedsit accommodation .....	£225
If a guarantor is required .....	£100
Saturday Move in .....	£60 (subject to office opening hours)
Express Move in .....	£75 (only payable if you wish to take occupation within 72 hours of your application being accepted, this is subject to satisfactory references being received)

The administration fee is inclusive of all referencing and tenancy documentation preparation. Once referencing has commenced, this fee is non-refundable. .

## AT THE START OF YOUR TENANCY:

Dilapidation deposit: a multiple of 1.5 times the monthly rent  
Apportioned rent: see full explanation under the Rent Payment section

Pet fee..... £150  
(where pets are allowed during the tenancy a non-refundable fee is required to cover the landlord for any specific pet-related issues arising during and/or after the tenancy (eg: flea infestation).

## AT THE END OF YOUR TENANCY:

Administration Fee:.....	£125 (to cover end of tenancy inventory inspection, compliance with tenancy deposit scheme and transfer of utilities/council tax)
Discounted rate for bedsit accommodation:.....	£75 (This fee will be automatically deducted from your deposit)

## DURING YOUR TENANCY:

(These are not mandatory and will only arise as a result of the circumstance described)

If we have cause to write to you in respect of unpaid rent .....	£30
If a cheque is not honoured by your bank .....	£30
Tenancy agreement update.....	£180 (eg: if parties are added to or removed from the agreement)
Negotiating and arranging an extension agreement .....	£125
Early release administration fee.....	£150 (if you wish to leave within the initial term)
Deposit refund cheque direct to your bank .....	£15
Interest on late rent.....	4% over Barclays Bank base rate

Completion and submission of the attached form confirms your understanding and acceptance of the above terms and conditions, but it does not guarantee a tenancy on the property.