

TENANCY APPLICATION FORM

Please read the accompanying Explanatory Notes for New Tenants before signing and returning this form with 2 forms of I.D. One should be Photo I.D (passport, driving licence etc) and one a utility bill showing your current address (gas, electricity, water or council tax).

Tenant Guarantor

Property you wish to rent:		Rent pcm: £
Surname:	First names:	Male / Female
Date of birth:	Title: Mr / Mrs / Ms / Miss / Dr	Do you smoke? Yes / No
National Insurance number:	Passport no. and country of issue:	
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>	
Home tel no:	Work tel no:	
Mobile tel no:	Email:	
Have you any adverse credit history? (Yes/No):	If yes, please detail on a separate sheet	
Previous address (if less than three years at above):		
Dates of occupation:		
Bank:	Sort code:	
Address:		
Account no:	Account name:	
Emergency contact (not a co-tenant please):		
Address:		
Who are they?	Tel no:	
Your job title:	Annual salary:	Ref 1
<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:	Payroll number:	
Address:		
Start date:	Is this permanent? (Yes / No) <input type="checkbox"/> Full time <input type="checkbox"/> Part time	
Contact name for reference:	Referee's job title:	
Tel no (landline only):	Email address:	
Previous employer (if less than twelve months at above):		Ref 2
Address:		
Start date:	Contact name for reference:	
Referee's job title:	Contact tel no (landline only):	
Present landlord/Agent (if applicable):		Ref 3
Address:		
Who are they?	Contact tel no:	

Personal Referee (not a relative):		Ref 4
Address:		
Who are they?	Contact tel no:	
If self-employed, your accountant or solicitor:		Ref 5
Address:		
Who are they?	Contact tel no:	
Who will pay the rent?		
If a student, name of college:		Ref 6
Course:	Year:	
Tutor (as referee):		
Address:		
Details of all the people who will be living with you: Full names and ages:		
Which, if any, of the above are smokers?		
Details of any pets:		
Preferred starting date for tenancy:		
Contents Insurance Quotation Required: <input type="checkbox"/> £5,000 <input type="checkbox"/> £10,000 <input type="checkbox"/> £15,000 <input type="checkbox"/> £20,000 <input type="checkbox"/> £25,000 <input type="checkbox"/> £30,000		
Alternatively, in accordance with the Tenancy Agreement, please provide a copy of your current policy for our records, if you have one.		
Where did you first see details of this property?		
<p>Declaration: I confirm that the supplied information is to the best of my knowledge and belief, true, and may be verified. DATA PROTECTION ACT: information provided by you on this form may be verified and held by an external referencing agency in its computer records. I confirm that the progress of this application may be made available to agents, landlords and co-applicants. I also hereby authorise the above named Bank or Building Society to respond to status enquiries made in respect of this application. The file of a credit reference agency may be searched. Any information obtained/compiled by the referencing agent may be passed on to Agents and Landlords.</p>		

PLEASE NOW READ 'EXPLANATORY NOTES FOR NEW TENANTS' BEFORE SIGNING HERE

Signed: Date:

FOR OFFICE USE:	
Administration fee received: £ <input type="text"/> Cash / Cheque / Card	Property reference: <input type="text"/>
Is the individual a prospective: <input type="checkbox"/> Tenant <input type="checkbox"/> Guarantor	Monthly rent: £ <input type="text"/>
If a guarantor or further applicant, please provide MARAS ref no: <input type="text"/>	If a joint tenancy, state applicant's share: £ <input type="text"/>
	Tenancy term: <input type="text"/> months

EXPLANATORY NOTES FOR NEW TENANTS

Please read these notes before signing and returning the application form.

Applying for a property

Once you have chosen a property you will need to complete the attached Tenancy Application Form, one for each applicant over 18. 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.

Please note that, due to bank charges, payments by credit card, company debit card or debit cards issued by an overseas bank will attract a processing charge of 2.5%.

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 Equifax.

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. On this date all parties to the agreement must attend our offices to sign the tenancy agreement and to complete a bank mandate for the payment of future rent. 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.

You will then be given the keys, a copy of the tenancy agreement and a copy of the inventory, if available.

Rent payment

Rent is payable by the 1st of each month for that month. Payment is required by an automated bank payment which is dated for the 28th of the month preceding. Share groups of two or more must arrange to make one joint payment. For tenancies commencing after the 1st day of any month the rent due at commencement will be for the period to the end of the month, apportioned for the number of days. For tenancies commencing on or after the 15th of the month the rent for the next month is also payable at the commencement.

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.

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.

ARLA

The Association of Residential Letting Agents is the recognised professional body for the letting industry in this country. The conditions of membership are strict and are intended to offer peace of mind to landlord and tenant alike. The ARLA Bonding Scheme offers additional protection for your funds over and above the professional indemnity insurance which each member is obliged to carry.

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	£70
Company let	£400
Discounted rate for bedsit accommodation.....	£225
Express Move in Fee.....	£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. Please note that, due to bank charges, payments by credit card, company debit card or debit cards issued by an overseas bank will attract a processing charge of 2.5%.

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)

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

TuckerGardner Cambridge

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