

Office use: Property Ref:..... LL:..... Tel:.....	Office use only: Landlords instructions to proceed: Tenancy Applic Fee Received on :	Return details:	AMOUNT:..... BY:..... RECEIPT:.....
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LANDLES

ESTATE AGENTS LETTINGS & MANAGEMENT SURVEY & VALUATION

Individual Tenancy Application

Residential

v.14/08/15

A separate application is required for **each** adult resident (married couples may apply on one form) – to avoid delays give full details – this form **MUST** be completed prior to processing the Application.

PLEASE INCLUDE THE APPLICATION FEE OF **£90** (inc VAT) – payable for **EACH** person proposing to occupy the property (dependants 18 or over @ £45 inc VAT)

[1] Prospective Tenant Details:

Title: Mr Mrs Miss Ms Dr Revd:	Last Name:
First Name:	
	Middle Name/s:
Any Previous Name/s in Full:	

Spouse/Partner's Name:

Number of Children and Ages:

Number of People Proposing to Occupy the Property:

[2] Current Address:

Time spent at this address:	Years:	Months:
Tel: Home:	Work:	Mobile:

E-mail address:

[3] IDENTIFICATION CHECK :

(Please supply N.I. number with driver's licence or passport, plus photocopy showing your photo)

Date of Birth:	National Insurance Number:
Driver's Licence Number:	Passport Number:

Status: Single [] Married [] Divorced [] Widowed [] Living with Partner []
(tick box)

House owner [] Council Tenant [] Private Tenant [] Lodger []

Living with relatives [] Employment Accommodation [] (tick box)

Answer clearly – write Yes or No	Smoker?	Pets? (Landlords permission required)	Individual Voluntary Agreement?
County Court Judgements?	Court Decree?	Bankruptcy?	Evictions?
Administration Orders?	If yes to any of these, please give full details over...		

Do you receive or will you be applying for Housing Benefit?

[4] When would you like the tenancy to commence?

(*Please take a copy of this form for your own records)

Initials:

[5] Previous Addresses :

– full address for last **three years** including postcodes, dates, and reasons for moving:

Have you ever been evicted from a previous home?

Continue over if necessary...

[6] Present Landlord [] or, Letting Agent [] Solicitor [] Estate Agent [] (tick a box)

Name:

Telephone:

Full Address:

Post Code:

[7] Previous Landlord [] or, Letting Agent [] Solicitor [] Estate Agent [] (tick a box)

Name:

Telephone:

Full Address:

Post Code:

Initials:

[8] Proposed additional residents – names, full addresses and occupations:

Continue over if necessary...

[9] Present Occupation: Employed [] Self-Employed [] On-Contract [] Retired [] Un-employed [] Student [] Independent Means [] (tick box)	Employer:
Line Manager of other contact:	Address: Post Code:
Date started this employ:	Employer Telephone:
Fax:	Email:
Employee Ref No:	Position Held:
Gross Annual Earnings £	Your work Fax:
Your work Telephone:	Your work Email:
Is your employment permanent?	Do you plan to change employment soon?
Previous Occupation (if less than 3 years):	Employer:
Line Manager or other contact:	Address: Post Code:
Date started this employ:	Telephone:

Initials:

[10] Bank / Building Society Details:	Bank Branch Name:
Bank or Society Current A/c Name:	Bank Address:
Account Number:	Post Code:
	Sort Code:

[11] Vehicle/s to be kept at the property (include cycles, motor cycles and caravans)		
Make:	Model:	Reg. No:

[12] Surety Guarantor / Referee (where applicable)	
Full Name:	
Address:	Occupation:
Post Code:	
Telephone:	

[13] Next of Kin / Emergency Contact (not spouse or live-in partner)	
Full Name:	Occupation:
Address:	
Post Code:	
Telephone:	

Initials:

[14] Tenancy Applications

INFORMATION TO APPLICANTS:

PROOF OF IDENTITY – We will require **4 pieces of proof of identity/address** (see attached sheet) in order to progress your Application.

Bank Status Enquiry Request Form

1. To help speed up your application please fill out and sign a Bank Status Enquiry Request Form available from the agents' offices if it is not enclosed herewith, and deposit with the agents together with completed application form. Detach this Information Sheet from the Application Form and return the Application Form to Tawn Landles and retain this Information Sheet. We suggest you keep a copy of your Application Form.

Submission of Application to Landlord

2. Upon receiving your application the agents will then put forward the details to the Landlord for their consideration. There may be other applications received on this property which will also be put forward to the Landlord. If there are any particular matters you wish to discuss about the tenancy or property prior to submitting your application form then speak to the agents.

Application Fee

3. Once the Landlord has made a decision on who they wish to proceed with, subject to Contract and references, the applicant will be contacted by the agents. Any unsuccessful applicants will also be advised. If the Landlord wishes to proceed with your application you must then pay the Application charge to the agents. The agents will then obtain any further details required from you and set out the procedure by letter to you. If you have submitted the Application Fee and the Landlord chooses not to proceed with your Application prior to commencement of taking up references etc, the Application fee will be returned to you.

Subject to References

4. Please note that at this stage your application is subject to satisfactory responses to references and enquiries that will be made on you by the agents and referred to the Landlord.

Solicitors Legal Costs

5. On some lettings the Landlord may be using their Solicitors to prepare the Tenancy Agreement. In this instance we will advise you and as the ingoing tenant you will be responsible for the Landlords reasonable legal costs. We will obtain a figure for this as soon as possible where applicable. The legal fee will be payable upon acceptance of your application and your confirmation that you wish to proceed. (NB The majority of residential properties Tawn Landles manage do not require a solicitor to draw up the Agreement).

Bankers Order

6. Most monthly rental payments are required to be paid by tenants in the form of standing order from their bank account. The agents will provide a Bankers Order set up form that the tenant will be required to sign upon commencement.

Initials:

Tenancy Applications INFORMATION TO APPLICANTS: contd

The Tenancy Agreement

7. A Tenancy Agreement is an important document as it contractually binds both parties upon commencement. As tenants you will be contracting to pay the rent agreed for the initial fixed term and for your period of occupation thereafter and to abide by the obligations set out in the Agreement. The Landlord also contracts to certain obligations under the Agreement. After the initial fixed agreed term either the Landlord or tenant can bring the tenancy to an end. If either parties wish to continue then the tenancy can continue on a monthly basis or if specifically agreed, another fixed term.

Joint Tenants

8. Where there is more than one named tenant to the Agreement then all named tenants will be jointly and severally liable under the Agreement. This means that if you were sharing and one party left for whatever reason, the remaining party will be responsible for all of the rent and other obligations under the Agreement.

The Initial Fixed Term

9. If a tenant wished to cease the tenancy during the initial agreed fixed term this may only be possible under certain circumstances. Should this event arise then the agents will seek the Landlord's instructions. If the Landlord agrees then the agents may be able to seek new tenants. You would remain liable for the remaining fixed term plus one calendar months notice period until new tenants could commence. You would also be liable for any costs, charges or fees to the Landlord in finding new tenants.

Independent Advice

10. Messrs. Tawn Landles will be pleased to answer any questions you may have prior to taking on a tenancy, however, we strongly recommend that you obtain your own independent advice prior to entering into an agreement.

Guarantor

11. In some instances the Landlord may require a Guarantor to your tenancy. Should this be a requirement we will provide further details of the necessary procedure and a Guarantee Application Form will need to be completed and submitted together with the appropriate fee.

Tenant Fees

12. A full list of the current Tenant Fees is included herewith and is also available for inspection as displayed in the Agents offices. Fees are subject to annual review.

Income Level and Affordability

13. Different Landlords take different views on the level of income they prefer to see as evidence of affordability. A general guide can be evidence of income to a level of 2.5 to 3 x the rent. Evidence of employment etc is also taken into account.

Some typical Tenant Obligations under a Tenancy Agreement

14. The full terms of the tenancy agreement are set out in detail in the actual agreement. However answers to some of common questions that arise are set out below (Please ask a member of staff if you require clarification on any of the matters);
15. Where a property is served by a septic tank or cesspit the tenant is responsible for the reasonable cost of emptying or cleaning as required during the tenancy.

Initials:

Tenancy Applications INFORMATION TO APPLICANTS: contd

16. If the tenant causes any services or utility to be cut off during or at the end of tenancy they will be liable for the costs of reconnection.
17. If any Housing Benefit has to be repaid by the Landlord or the Agent due to any recalculation by the local authority the tenant will be liable to reimburse the Landlord or Agent.
18. Replace any broken windows, or repair any other damage caused. Landlords insurance may cover larger occurrences however the tenant will be responsible for the excess up to £100 payable under the insurance policy.
19. Tenants belongings, furnishings, equipment within the premises are not covered by any insurance of the Landlord, tenants must have their own insurance on their belongings.
20. The Landlord is not responsible for the connection of a telephone line at the property.
21. It is the tenant's responsibility once every 9 months to have any working chimney swept by an appropriately qualified person.
22. The tenant is to clean windows internally and externally during the tenancy and within one month prior to the end of the tenancy.
23. The tenant is to replace any light bulbs as required at the end of the tenancy.
24. The tenant is responsible during the tenancy to test at regular intervals (once a week) smoke alarms and carbon monoxide alarms and replace any batteries when required.
25. Blockages – it is the tenant's responsibility to clear any blockages in sinks, waste pipes, basins, WCs, caused by use, action or inaction of the tenant. Any consequential damage resulting from improper use or inaction will be the responsibility of the tenant.
26. The tenant must take reasonable steps to adequately heat and ventilate the premises in order to help prevent condensation and if condensation does occur to promptly wipe down and clean surfaces to stop the build-up of mould growth etc.

At the End of the Tenancy

27. To clean the property to a reasonable standard.
28. To remove all rubbish from the property and ensure it is stored in the appropriate bins.
29. To remove all belongings and personal affects.
30. To provide a forwarding address to the Landlord or their Agent for ease of communication including the process evolved in the return of the deposit.
31. To provide the Landlord or their Agent with full details of accounts for utility suppliers

Initials:



FEES TO TENANTS:

Some or all of the of the following fees and charges will apply to tenants depending on what service the Landlord is provided with;

- **Tenancy Applications**
Per person who will occupy the property @ £90.00 inc VAT
Dependants 18 or older @ £45.00 inc VAT
- **Tenancy Sign Up**
On Sign up of agreement & collection of Opening Account, single charge @ £110.00 inc VAT
- **Guarantor**
Application & Set Up @ £150.00 inc VAT
- **Pet Deposit – (Subject to Landlords Requirements)**
Returnable additional security deposit to be protected with your security deposit in government approved TDS scheme @ *Minimum* £250.00
- **Additional Persons During Tenancy**
To add any additional persons to the tenancy agreement during the course of the tenancy (subject to landlords approval – payable on application) @ £150.00 inc VAT
- **Reference**
Future Landlord reference fee, payable @ £45.00 inc VAT
- **Unpaid/Returned Payments**
Interest payable @ 8% above the Bank of England Base Rate from the due date.
- **Professional cleaning**
At the end of the tenancy as a term of the tenancy agreement @ £48.00 per hour – minimum £192.00 inc VAT
- **Out of Hours Services**
Subject to minimum call out of £102.00 inc VAT
Where actions of the tenant result in the agent (or nominated contractor) attending the property.

IF YOU HAVE ANY FURTHER QUESTIONS REGARDING THESE FEES PLEASE ASK A MEMBER OF STAFF

Payment Methods; We can accept payment by cash or by debit card or credit card
(credit card payments are subject to a 3% surcharge on the gross amount – no surcharge on debit card)

LANDLES

ARLA licenced member

Regulated by RICS with Client Money Protection Scheme

Independent redress via "The Property Ombudsman"

Member of "TDS" (Tenancy Deposit Scheme)

Initials:

[15] I apply for a Tenancy at:

address of rental property

For an initial period of:

The rental amount is £ per calendar month (payable by Standing Order)

DECLARATION

- I will be directly responsible for Council Tax, and for opening accounts with service providers and paying directly to them for **all** services to the property.
- I will pay one month's rent and any part of a month thereof in advance plus a security deposit of at least one month's rent and an administration fee of £110 (inc VAT) (one admin fee charged per property) in cash or Building Society cheque or Bankers Draft made payable to Landles. Personal cheques may be acceptable but have to be cleared in advance.
- I will insure my contents at the property.
- I believe the information provided here to be true and authorise the landlord or agent to:
 - Carry out credit searches and reference checks and to contact employers, banks, referees, guarantors and credit reference agencies as appropriate.
 - Use the information obtained with third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing / debt collection.
 - Handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1988.
- I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.
- I understand that submission of this form is an Application only and may be accepted or refused at the sole discretion of the landlord.
- 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.
- I will conduct my occupation of the property throughout the duration of the Tenancy in a neighbourly manner.
- Completing this form does not commit the prospective tenant or landlord to a tenancy. A shared or single tenancy will not be created until **all** applicants have been qualified and have signed the Tenancy Agreement.
- I do hereby confirm that this Application has been made in good faith and in the event of proceeding and signing up for a Tenancy I do so in the full knowledge of the contractual obligations this will place upon me to pay the full rent and any other outgoings under the Tenancy, in full and without delay on the due dates for the duration of my occupation of the property. I have duly considered the financial planning in order to discharge such obligations.
- I can confirm that I have read the above and have raised any concerns with the landlord or agent. Prospective tenants should be aware that any false statement made could result in early termination of the tenancy under ground 17 of the Housing Act 1996.

[16] Signature of Applicant: **Date:**.....

& Print name in BLOCK capitals:

*** FILL OUT & SIGN ATTACHED BANK REFERENCE CONSENT FORM**

Initials:

You will need to bring **FOUR** of the following documents (TWO from each group) to the agents offices:-

[17] IDENTIFICATION DOCUMENTS – Tenancy Application

LANDLES

Full Name of Applicant: **Date:**.....

EVIDENCE of <u>NAME</u> DOCUMENTS (Two required, at least one with a photo – we require sight of original documents, plus good photocopies, or we require certified copies – see below)	Tick 2 Boxes
Valid Passport/ID Card – (2 or more passports if dual/multi nationality)	
Resident Permit or Work Permit – issued by the Home Office	
Letter from Employer or Payslips or Contract of Employment	
Current Full UK Driving Licence (photo)	
Birth Certificate or Marriage Certificate	
National Insurance Card or document confirming NI number	
Benefit Book (or original letter confirming benefits)	
Self-employed Tax Exemption Certificate – with photo	
Recent Inland Revenue Tax Notification	

EVIDENCE of <u>ADDRESS</u> DOCUMENTS (Two required, sight of originals or certified copies – all letters to show your current address in full)	Tick 2 Boxes
Bank or Building Society Statements (not older than 6 months)	
Local Authority Council Tax bill (current year)	
Utility bill (not older than 3 months) – not a mobile phone bill	
Mortgage Statement (most recent)	
Solicitor’s letter (not older than 6 months)	
Current Tenancy Agreement	
Letter from current Landlord	
Benefit Book or letter from Benefits Agency (if not used above)	

1. We must have proof of personal identification (2 pieces) and evidence of current address (2 pieces) – 4 pieces in total – the same documents will not cover both.
2. *If you are a **UK National** we can accept certified copies by:* a UK Lawyer, Banker, Authorised Financial Intermediary, MCCB Regulated Mortgage Intermediary, Chartered Accountant, Teacher, Doctor, Minister of Religion, Post Master/Sub Post Master.
3. *If you are a **Non UK National** we can accept certified copies of documents from:* an Embassy, Consulate or High Commission of the Country of Issue, a Senior Official of a UK Employer, Lawyer or Attorney.
4. **Certified Copies** should be signed “original seen” and dated with full printed name, title/position, telephone or email contact and address of certifier.

Initials:

Bank Reference Enquiry & Customer Consent form:

Property:

• **ENQUIRY TO:** *The Manager*

Bank Name:

Address:

Sort Code:

• **Reference enquiry FROM:**

LANDLES Blackfriars Chambers, King's Lynn, Norfolk PE30 1NY. Tel: 01553 772816
 Our ref:

• **Information request on:-**

Name of Customer:

Address:

Account Number:.....

Please will you let us have your opinion as to the means and standing of the above named Customer and his/her trustworthiness and ability to meet a RENTAL PAYMENT of:-

• RENT AMOUNT: £.....
 (words):

• ***Customer consent & authorisation:***

❖ I/We (Customer) Consent to our Bankers, as above, providing a reference to us to LANDLES. We also authorise our Bankers, herewith, to debit our account with the fee for providing this enquiry.

- SIGNED:
- PRINT NAME:
- Date:

LANDLES

ESTATE AGENTS LETTINGS & MANAGEMENT SURVEY & VALUATION

Town & Country Estate Agents

Property Letting & Management

Building Surveys

Valuers

Commercial Property Agents



Tel: (01553) 772816

&

**LANDLES AUCTIONEERS
1856 LTD**

