

You've found a place with us to call home!

As a responsible and transparent letting agent we would now like to explain to you the next process of how your application for the property will proceed.

You will find attached with this letter your application form which will need to be completed so we can start the process of your application. You will need to return these details along with copies of your ID as soon as possible as the property will remain fully available until we have received them along with your application fee.

Once we have received your application we will be sending you an invite via your email address to set up your on-line application with us. This will be actioned by our associated company – goodlord. It is essential that each person applying for the tenancy has their own email address. When you have set up your account, which takes a matter of moments to do, we can send you the on-line referencing form. Failure to fully and accurately complete this referencing form may result in delays or non-acceptance.

A referencing fee of £80.00 including VAT per person will become payable at the time of submitting your references. A credit check and a Right To Rent check will also be taken. If a guarantor is required there will be a further fee of £80.00 including VAT per guarantor.

Once the referencing has been completed, and if the landlord is happy to then proceed with your application, an offer of a Tenancy is made. It will be expected that the Tenancy will commence within two weeks or the property may have to be remarketed until such time as the legal agreement is signed. All dealings remain subject to contract. Once the legal paperwork has been produced should you make any changes i.e. tenant names, tenancy start date, there will be a further fee payable of £120.00 including VAT for the administration and reproduction of a new lease agreement. All fees are required to be paid by direct bank transfer through the goodlord application platform. No cash will be accepted at any of our branches.

At the time of signing the Tenancy Agreement you will also be required to pay a Check In Fee of £200.00 including VAT which will cover the Tenancy Agreement and the inventory for the property. A deposit equivalent to one and a half months rent will be required plus one month's rent in advance. These payments will be made again through the goodlord platform. All future payment of rent must then be made by standing order. Please note that we do not charge tenants a further Check Out Fee upon vacation of the property.

Properties under our management are only available on fixed term tenancies, initially for a period of 6 months, under which you will be committed for the full term of the tenancy. There will be no provision for you to give notice to bring the tenancy to an end during the term.

Tenants must provide us with Tenants Liability Insurance Cover for accidental damage to the Landlord's property, fixtures, fittings and possessions with a minimum amount of £2,500 worth of cover and are advised to insure their own contents in the property. We have enclosed a copy of our Tenancy Liability Cover for further details.

A full breakdown of all fees and charges will be provided to you along with the Tenancy Agreement for your reference.

We very much look forward to undertaking the application for you at this exciting time but please let us know if you have any further questions in the meantime.



TENANTS

LIABILITY

COVER

**WHAT WOULD HAPPEN IF YOU ACCIDENTALLY
DAMAGED YOUR LANDLORDS PROPERTY?**

Tenants liability cover from as little as

£70.00 per annum

This cover provides you with the required tenants liability cover as described in your Tenancy Agreement with Hill & Clark and gives you £5,000.00 of cover to protect the landlord's fixtures and fittings.

We can also offer you cover for the following:

- *Personal contents cover**
- *Life & critical illness cover**
- *Accident, illness & redundancy cover**

For more details regarding any of the policies and to arrange your cover please call

0345 0940505

and quote HC1 on all contact

Covermybusiness is a trading name of F&R associates who are authorized and regulated by the Financial Conduct Authority. Ref:450712
Hill & Clark are an Introducer Representative only to CoverMyBusiness

Please note that Hill & Clark may receive a commission in respect of any successful referral or introduction.

In association with



All sections must be completed in full and in block capital letters by the tenant(s) and returned to the local office.

Submission of this application and the payment of any application fee or holding deposit does not signify acceptance as a Tenant for the specified property. In the event of an application not being accepted we are unable to give reasons or enter into further discussion on the matter.

Your passport or driving licence plus birth certificate will be required as personal photographic ID for all applications along with confirmation of your current address which is dated within the past 3 months. This can be in the form of a council tax bill, bank statement, mortgage statement or house insurance certificate. **Please ensure that the forms of ID are brought with you when you submit your application for the property.**

Once applications have been forwarded to goodlord and the referencing company if a reply is not received within 4 working days the property will be put back on the open market.

No application fee will be refunded once referencing has commenced.

ADDRESS OF THE PROPERTY TO RENT							
							POSTCODE
IS THIS TO BE YOUR MAIN HOME?						YES	NO
PERSONAL DETAILS							
MR	MISS	MRS	DR	OTHER			
FIRST NAME							
MIDDLE NAME							
SURNAME							
EMAIL ADDRESS							
TEL NUMBER	MOBILE				HOME		
CURRENT HOME ADDRESS							
							POSTCODE
DO YOU SMOKE?						YES	NO
ARE YOU AWARE OF ANY CCI'S/BANKRUPTCY ORDERS/IVA/ADVERSE CREDIT – CURRENT OR PENDING						YES	NO
ARE YOU	EMPLOYED	SELF EMPLOYED	UNEMPLOYED	RETIRED	OWN MEANS	STUDENT	
EMPLOYMENT START DATE							
WILL YOUR EMPLOYMENT BE CHANGING BEFORE THE START OF THE TENANCY?						YES	NO
NAME OF EMPLOYER			JOB TITLE				
APPROX ANNUAL GROSS INCOME (BEFORE TAX)			£				
NAMES OF CHILDREN OR PERMITTED OCCUPIERS			AGE			DATE OF BIRTH	
1.							
2.							
3.							
DO YOU PROPOSE TO HAVE A PET AT THE PROPERTY?						YES	NO
IF YES PLEASE GIVE DETAILS OF THE PET(S)							
DATE YOU WISH THE TENANCY TO START							



In association with



Hill & Clark have teamed up with Tenant Shop to streamline your registration process with the local council, water supplier and energy provider.

Tenant Shop will notify all the necessary organisations that you have arrived and provide your contact information, moving in date and meter readings where applicable.

We may use software supplied by Tenant Shop Limited to notify the local council, water supplier and the energy provider(s) in line with your tenancy start date and again on the tenancy end/vacating date.

We will ask Tenant Shop to contact you on our behalf by Text, Phone and/or Email to offer you Energy, Insurance, if applicable, and Media comparisons for your new Tenancy. time by emailing

Call Centre comparisons are completely optional for you, the tenant, and you can opt out at any customerservices@mytenantshop.co.uk

Tenant Shop Limited is fully compliant with the data protection act 1998 and a registered member of the Information Commissioners Office with registration number Z305733X and will only use your information for the purposes set out above.

I am happy for Tenant Shop to contact me as specified above.

Signed :

Signed :

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