

You are wishing to apply for a tenancy. For all persons who will be tenants, please read all of this document, and complete all the details below and on the attached sheets. You must then sign the document and pay us the fee.

The Property

Address:	Monthly rent	£.....	Security Deposit: £.....
.....	Moving in date/...../.....	Intended tenancy term
.....	Beds	Smokers N / Y	Pets N / Y _____

What we will do:

Tenancy application:

On receipt of a correctly completed application form and the appropriate fee, we will do the following:

- We will remove the property from the market for 14 days and commence the processing of the completed application forms
- We will take up references on each proposed tenant for this property with these proposed tenants/guarantors.
- We will process your application on our computer system
- Provided all references are in order, we will deal with the landlord and raise a Tenancy Agreement.

During the tenancy:

- We will monitor rent payments by yourselves
- We will check you out of the property at the end of the tenancy.

What you need to do:

Whilst processing your application you should be aware of the following:

- For us to proceed with this agreement you need to pay us a non-returnable fee as defined below.
- You must provide reference information within 2 days of it being requested. When your references are being processed we may need some additional information, e.g. employment/accountant details, previous landlord/agent and previous addresses.
- If an additional guarantor is required they also will be required to provide the aforesaid information.
- Subject to acceptable references, all parties will have to sign the Tenancy Agreement, which is a legal contract. We advise you to read this contract carefully as you will be bound by its terms.
- Prior to the commencement of the tenancy each tenant will be required to provide both proof of residency (e.g. recent utility bill, credit card statement or mobile phone bill) and proof of identification (e.g. passport or photo driving licence).
- 14 days after the signing of this application a holding fee equivalent to 1 months rent is due. These funds will be offset against the first month's rent as long as the tenancy commences on the intended move in date. Failure to commence the tenancy on this date may result in the forfeiture of this fee.
- On signature of the Tenancy Agreement you will need to provide us with a deposit equivalent to 1.5 months' rent along with the first month's rent. If you are keeping pets in the property, an extra £100 deposit will be required. The deposit will be lodged with the Deposit Protection Service or similar in line with current legislation.
- You must abide by the terms of the tenancy agreement.

Terms and conditions

On application:

- Fees are charged for this application. For the first proposed tenant, we will charge a fee of £240 including vat. We will charge an additional fee of £75 inclusive of VAT for each and every further application. In the event of any tenant requiring a guarantor a further fee of £75 inclusive of VAT will be required per guarantor referenced.
- Fees must be paid before we can commence processing your application.
- Fees are only for processing the above application. If you choose not to go ahead and wish to apply for a tenancy on a different property or with different tenants/guarantors further fees may be payable.
- If you are unable to proceed with your tenancy because of inadequate references, no refund of fees is possible.
- If your references have not been completed or received within 14 days of this Tenancy Application, this application will not be processed further and you will lose your application fee.
- By signing against your name on the above form you agree to apply for a tenancy.

During the tenancy:

- **Tenancy Agreements.** All tenants are recommended to read and understand the terms and conditions of the tenancy, any conditions that are not understood should be discussed with a member of staff before signing the agreement. Agreements are on a fixed term basis unless otherwise agreed with the landlord. Additional administration fees apply to any addendum/alteration to the tenancy agreement at £30 (inclusive of VAT) per addendum. During the tenancy should the tenant require further copies of documentation already provided (Inventory Undertakings or copies, Deposit Waivers

and copies of Tenancy Agreements) a charge of £30 (inclusive of VAT) will apply for each document requested. Additions made to the tenancy agreement once started attract a fee of £75 (inclusive of VAT) per addition.

- **Tenancy Renewals.** Supplemental/extension Agreements are charged at £60 (inclusive of VAT)
- **Rent.** Subsequent rent is due as stated in the tenancy agreement and is due to be paid via Standing Order through your bank. This payment needs to be set up so that it leaves your account three days prior to the due date as it takes the bank three days to transfer the funds. Any other form of payment (cash or cheque) incurs an administration charge of £12 (inclusive of VAT) per transaction. Rent not received on the due date as stated in the tenancy agreement is a very serious matter and should be notified to us within six days. If it becomes necessary for us to write to you chasing the payment a charge will be made against you and as such will be charged against your debit/credit card in the sum of £25 (inclusive of VAT) per letter to a maximum of two letters.
- **Credit Card Payments.** These will be accepted but we will require a processing fee of 3% + VAT for any payment.
- **Services.** Tenants are responsible for advising all utility companies supplying the property and the local authority of your liability during the course of your tenancy.
- **Third Party Referencing.** Any request from a third party requesting information of any tenancy managed by Alexander Phillips incurs an administration charge of £30 (inclusive of VAT).
- **Insurance.** Tenants are responsible for providing insurance cover for their own contents. Alexander Phillips are able to provide comprehensive cover through Rent4Sure Insurance (details available upon request).
- **End of Tenancy- Checkouts.** A check of the Inventory will take place upon the expiry of the tenancy. The tenant is responsible for the cleaning of the property, as stipulated in the Tenancy Agreement, ensuring all the contents listed on the inventory are left in the same rooms as stated on the inventory. Tenants accept the fee for the Checkout will be deducted from the Deposit lodged with the DPS and will authorise them accordingly. The tenant's contribution to checkout costs including VAT are as follows: 1 bed/studio - £60; 2-3 bed - £90; 4 bed + £30 per additional bedroom.

By signing below you confirm that you are applying to be a tenant and agree to be bound to the terms of this agreement. We must have full details to process your application. Please provide your full name in CAPITALS

Date/...../.....

Full Name Signature

Full Name Signature

Full Name Signature

Full Name Signature

Full Name Signature

Bank Details

Please provide the details of the bank account from which rent will be paid so we can prepare a standing order:

Bank Name and Address

Account Details:

.....	Account name	<input type="text"/>
.....	Account number	<input type="text"/>
.....	Sort code	<input type="text"/> <input type="text"/> <input type="text"/>

Application for a Tenancy

Detailed information

1 **Tenant** **Guarantor** **Permitted Occupier**

Title Full Name..... Date of Birth.....

Current Address.....
..... Post Code.. ..

Email Address.....

Mobile Tel Number..... Work Tel No.....

Employment status Occupation..... Annual Salary £..... Gross

2 **Tenant** **Guarantor** **Permitted Occupier**

Title Full Name..... Date of Birth.....

Current Address.....
..... Post Code.. ..

Email Address.....

Mobile Tel Number..... Work Tel No.....

Employment status Occupation..... Annual Salary £..... Gross

3 **Tenant** **Guarantor** **Permitted Occupier**

Title Full Name..... Date of Birth.....

Current Address.....
..... Post Code.. ..

Email Address.....

Mobile Tel Number..... Work Tel No.....

Employment status Occupation..... Annual Salary £..... Gross

4 **Tenant** **Guarantor** **Permitted Occupier**

Title Full Name..... Date of Birth.....

Current Address.....
..... Post Code.. ..

Email Address.....

Mobile Tel Number..... Work Tel No.....

Employment status Occupation..... Annual Salary £..... Gross

Application for a Tenancy

Detailed information

5	Tenant <input type="checkbox"/>	Guarantor <input type="checkbox"/>	Permitted Occupier <input type="checkbox"/>
Title	Full Name.....	Date of Birth.....	
Current Address.....		Post Code..	
.....		
Email Address.....			
Mobile Tel Number.....		Work Tel No.....	
Employment status	Occupation.....	Annual Salary £..... Gross	

6	Tenant <input type="checkbox"/>	Guarantor <input type="checkbox"/>	Permitted Occupier <input type="checkbox"/>
Title	Full Name.....	Date of Birth.....	
Current Address.....		Post Code..	
.....		
Email Address.....			
Mobile Tel Number.....		Work Tel No.....	
Employment status	Occupation.....	Annual Salary £..... Gross	

7	Tenant <input type="checkbox"/>	Guarantor <input type="checkbox"/>	Permitted Occupier <input type="checkbox"/>
Title	Full Name.....	Date of Birth.....	
Current Address.....		Post Code..	
.....		
Email Address.....			
Mobile Tel Number.....		Work Tel No.....	
Employment status	Occupation.....	Annual Salary £..... Gross	

8	Tenant <input type="checkbox"/>	Guarantor <input type="checkbox"/>	Permitted Occupier <input type="checkbox"/>
Title	Full Name.....	Date of Birth.....	
Current Address.....		Post Code..	
.....		
Email Address.....			
Mobile Tel Number.....		Work Tel No.....	
Employment status	Occupation.....	Annual Salary £..... Gross	