

TENANCY APPLICATION FORM

ADDRESS OF THE PROPERTY TO BE TENANTED: _____

APPLICANTS NAME: _____

HAVE YOU EVER BEEN KNOWN BY A PREVIOUS NAME? _____

MARITAL STATUS: _____

CURRENT ADDRESS: _____

POST CODE: _____ DATE OF BIRTH: _____

TELEPHONE NUMBERS: (L) _____ (M) _____

EMAIL ADDRESS: _____

DO YOU PLAN ON HAVING ANY PETS LIVING IN THIS RENTED PROPERTY? _____

DO YOU PLAN ON SMOKING IN THIS RENTED PROPERTY? _____

DO YOU INTEND CLAIMING ANY HOUSING BENEFITS FOR THIS PROPERTY? _____

HAVE YOU EVER BEEN MADE BANKRUPT OR HAD ANY CCJ'S OR VOLUNTARY ARRANGEMENTS MADE AGAINST YOU? _____

When submitting this application for a tenancy please also provide the following documents:

- Last three-months bank statements
- Copy of Signed Passport or Photographic Driving Licence
- Proof of 'Right to Reside' or 'Right to Rent' in the UK original documentation
- Copy of recent Utility Bill for which you were responsible (or other regular bill that is addressed in your name at your current address)

A 'Tenancy Administration Fee' of **£150.00** (+**£50.00** for a second applicant) is payable. This fee is to cover the cost of conducting a credit check with a credit referencing agency and the administration time contacting referees and checking the information you have provided. This fee is non-refundable if you later withdraw your offer to rent this property, or we receive unsatisfactory references. We will refund 100% of this fee if the landlord withdraws the property or chooses not to accept your application in favour of another.

I confirm that I am over 18 years of age, and that all information provided in this application is true and accurate. I also confirm that no-one who is not submitting an application, will be living in the above named property. I hereby authorise Jacob's Ladder Property Consultancy Ltd to conduct a credit check and contact my employer, prior landlord and bank for references if necessary. I also authorise this information to be shared with relevant third parties, for example the relevant landlord, outside credit reference and/or insurance agencies. Information provided by you on this application form will form the basis upon which a decision to grant a tenancy is made.

SIGNED: _____

DATE: _____

* We use the services of 'Landlord Secure' to carry out our 'Comprehensive Tenant Referencing'. They will be in contact with you shortly by email. Please click on their email link and submit the information requested as soon as possible, to avoid any unnecessary delays.

TENANTS TERMS OF BUSINESS

During your tenancy, there may be other fees/charges payable to Jacob's Ladder Property Consultancy Ltd. These may include:

- 'Inventory & Schedule of Condition' report fee (payable at the end of your tenancy) which covers our administrative time spent producing a detailed written & photographic 'Inventory & Schedule of Condition' report of the property when your tenancy begins, and checking this again when your tenancy ends. Our administration fee of **£75.00** also covers dealing with the 'Deposit Protection Scheme' (DPS) on your behalf, when your tenancy begins, and when your tenancy ends. We will issue you with all the relevant paperwork relating to this scheme at the outset of your tenancy, as well as the 'How to Rent - The Checklist for Renting in England' government guide.
- Should you require any extra copies of tenancy agreements once your tenancy has begun, for example if you lose your copy of the tenancy agreement, replacement copies can be provided, at a cost of **£25.00**.
- Should you require any references at any stage throughout your tenancy, whether for mortgage purposes or future letting agencies, we will be happy to provide them for you in writing, subject to all things being in order, and at a cost of **£25.00**.
- Should you require one of our agents to attend the property outside of our normal office hours (9am-6pm Mon-Fri, 9am-12noon Sat) there will be an out of hours callout fee of **£25.00**. We can be contacted during normal office hours on our office number of 01706 828229 or by leaving a message on our out of hours emergency contact number 07966 294449. Our email address to report repairs or general maintenance is enquiries@jacobs ladderproperty.com
- Should you require to be released from your fixed term tenancy agreement early, there will be an early release fee due of **£295.00**. As detailed in your tenancy agreement, we do not have to take back the property early, but we will consider all requests to do so based on their individual merits. If we can accommodate your wishes, you must continue to pay the rent until such a time we can select a new and suitable tenant to take over your tenancy.
- If your rent is not received on time, we will seek to contact you by telephone, email or text within 48 hours, reminding you that your rent is overdue. Should we need to write you a letter to remind you to pay your rent, there will be an administration fee, as per your tenancy agreement, due of **£25.00**.
- Should you pay us by cheque and it bounces, there will be an administration fee payable, as per your tenancy agreement, of **£25.00**.
- Should you lose any keys and require us to provide you with replacement keys, there will be a charge of **£25.00** per key.
- If you pay us rent in error, for example by standing order after your tenancy has ended, and you require us to repay that amount to your nominated bank account, there will be an administration fee payable of **£25.00**.
- The monthly rent due will be subject to an 'Annual Upward Review', and we will always advise you in writing should your rent be increased. This is not standard practice, but it may on occasion be necessary, due to wider economic reasons.
- **FOR YOUR INFORMATION, WE WILL NOT CHARGE YOU SHOULD YOU WISH TO EXTEND THE FIXED TERM OF YOUR TENANCY AGREEMENT!!!**
- We recommend you purchase 'Tenants Contents Insurance', to also protect your liability to your landlord. Doing so, may help protect your tenancy deposit.
- Once you have read the above 'Tenants Terms of Business' and completed the 'Tenancy Application Form', please sign below, to accept these terms before submitting your tenancy application. We believe in being transparent about any fees that may be liable throughout your tenancy at the above property, and we always endeavour to be clear and transparent about any fees that may be payable from the very outset.
- * We use the services of 'Landlord Secure' to provide our 'Tenants Contents Insurance', and they can be contacted directly on 0161 413 3452. They specialise in this type of insurance and are very competitively priced.
- * For joint applications please complete and sign one form per person. By signing below you consent to receiving your copy of 'How to Rent: The Checklist for Renting in England', the Energy Performance Certificate (EPC) or any other documentation relating to any tenancy with Jacob's Ladder Property Consultancy Ltd via the email address you have provided above.

SIGNED: _____

DATE: _____

Jacob's Ladder Property Consultancy Ltd - Tenants Terms of Business - Version 4.3 01/04/17 - Review Date 01/04/19