

Property address:.....



APPLICATION TO RENT ACCOMMODATION

Please sign each page where indicated:

When you rent a property via Homebase Property Management the following fees should be taken into account.

Before the Tenancy:

Reservation Fee: One week's rent (subject to £250 minimum) This will be refunded upon successful Occupation of the property. If you withdraw from the tenancy or if the references fail the application fee will not be refunded.

If you believe you may have any adverse credit history or CCJ's it is important you inform us **prior** to the referencing being undertaken. Failure to do so will risk losing your reservation monies.

Referencing and Admin Fees for 1 person: £330 inclusive of VAT

Referencing and Admin Fees for 2 people: £402 inclusive of VAT

Additional applicants/guarantors: £72 per applicant / guarantor inclusive of VAT

(Includes Tenancy Agreement cost)

Further fees which may apply during or at the end of the Tenancy:

Amendments / Addendums to the tenancy agreement: £72 inclusive of VAT

Early Termination Fee (Landlords costs and can be confirmed by a member of staff): Ending the tenancy agreement early is subject to the Landlord agreeing to this and the property being re-let.

Tenancy Renewal Fee: £90 inclusive of VAT

Inventory Fee costs between £72 and £200. These are variable depending on the size of the property and whether it is furnished or unfurnished. The fees for the property can be confirmed by a member of staff.

Carpet and Oven Cleaning, the majority of properties will have had the carpets and oven professionally cleaned prior to the commencement of a tenancy, therefore you will need to return the property to the same condition by having these items professionally cleaned at the end of your tenancy.

Any outstanding fees at the end of the tenancy will be deducted from the deposit.

Signed

INSURANCE

The Tenant is warned that the Landlord' policy does not cover his possessions and is strongly advised to insure his belongings with a reputable insurer.

The Tenant is required to have insurance against accidental damage to Landlords belongings in place prior to the commencement of the tenancy and a copy given to the Landlord's agent.

RENTING PROCESS

You will need to complete this form and once we are in receipt of this and the application/reservation fee we will upload your details from this application to the referencing company we use who will email you a Referencing application form for your completion. The form will go directly to the company who carry out our referencing procedure. You will need to provide details of your Employer, Landlord and Bank. A credit check will also be carried out and this is done through address history so you will be required to provide proof of address(s) for this period, ie a bank statement, utility bill, mobile phone bill. In certain circumstances a Guarantor may be required.

Please make those people giving the references aware that they will be contacted and also give them authority to provide the information required. The referencing procedure usually takes a few days but is dependent on the referees giving a quick response. **Please note that if the referencing is not complete after 2 weeks we may re-advertise the property.**

If you are on a probationary period at work please let us know – you may be required to provide a guarantor for the tenancy.

Upon receipt of satisfactory references we will confirm details of the tenancy and detail monies which will be due prior to the commencement of the tenancy. These will be the first month's rent, Deposit and fees.

The Deposit is calculated at 1.5 month's rent and will protected by The Tenancy Deposit Scheme (TDS Custodial) for the duration of the tenancy. For Letting Only properties where the Landlord manages the property the deposit may be given to and protected by The Deposit Protection Service.

Arrangements will be made for you to come into the office to sign the tenancy agreement and related paperwork after which an inventory clerk will check you into the property to go through the inventory and schedule of condition of the property, agree meter readings and release keys to you.

All your responsibilities for the property during and at the end of your tenancy are within the terms of the tenancy agreement.

At the end of your tenancy an appointment will be made on the last day of your tenancy for the inventory clerk to carry out an inventory check out, agree meter readings and collect all keys to the property. The fee for the check out is paid for by the Tenant the cost of which will be confirmed to you before the commencement of the tenancy.

If the property is left in good order, wear and tear accepted, we will arrange for the refund of your deposit as soon as possible.

Signed

FOR JOINT TENANCIES:

If there is more than one tenant, the landlord/agent must nominate a lead tenant to deal with the deposit on behalf of the other joint tenants. When the tenancy ends, the lead tenant will be responsible for dealing with any claim for repayment and participating in any dispute about the deposit.

Where there are joint tenants, one of them must be appointed as lead tenant for the purposes of dealing with the deposit and TDS Custodial on behalf of the other joint tenant(s).

We have agreed that the Lead Tenant will be:

Usually joint tenants contribute to the deposit in equal shares. However, If joint tenants contribute to a deposit in unequal shares the person who submits a repayment request and the person who submits a response will each have the opportunity to say how any deposit re-payable to the tenants is to be apportioned at the end of the tenancy. If there is a difference between the landlord's apportionment and the lead tenant's apportionment, the lead tenant's request will prevail. If co-tenants object to the lead tenant's apportionment, they can advise TDS Joint tenants Joint landlords 12 Custodial. However if all the joint tenants cannot agree on how to apportion the deposit among themselves, TDS Custodial will pay the tenants in equal shares.

Please advise your deposit contribution:

Tenant name £ Tenant name £

If tenants wish to change their lead tenant during the tenancy, they can ask their landlord or agent to make the change online or by contacting TDS Custodial using the contact details at the end of these rules.

Each joint tenant will be able to set up their own user account with TDS Custodial, from which they can see information about the deposit and update their individual contact details. TDS Custodial will send its communications to all joint tenants.

Where joint tenants wish to apply for deposit repayment, the repayment request must be submitted by the lead tenant.

Where a landlord or agent submits a repayment request, TDS Custodial will send a copy to all the joint tenants, but only the lead tenant will be able to submit a response. If the lead tenant does not respond to a repayment request, TDS Custodial will invite the remaining joint tenant(s) to become (or nominate) the replacement lead tenant.

TO BE COMPLETED BY THE 1st APPLICANT:

PROPERTY:

RENT: £..... DEPOSIT £.....

LENGTH OF CONTRACT:

PROPOSED DATE OF COMMENCEMENT OF TENANCY

(subject to satisfactory references and available inventory clerk)

NAME: Mr / Mrs / Ms / Miss / Dr

ADDRESS

.....

e-mail address:

Mobile Tel:

Occupation

Gross Annual Income

(Delete where applicable) Full Time / Part Time. Are you on a Probationary Period? YES / NO

Are you aware of any adverse Credit History YES NO

Are you selling a House? YES / NO if yes have you EXCHANGED or COMPLETED

Do you have any pets: YES / NO Type and number of pets:

Do you smoke

If you are currently renting a property what is the rent you are paying: £

Please note that once referencing is complete and contracts have been prepared the tenancy date cannot be changed. If you change your move in date an administration fee will be charged but you will be liable for payments from the agreed commencement date.

I confirm that the information supplied to the best of my knowledge is true

All pages to be signed and returned to our office along with Identification (passport or drivers licence) and Proof of address (Utility bill)

I confirm I have received a copy of "How to Rent" guide.

Signed Date

TO BE COMPLETED BY THE 2nd APPLICANT:

PROPERTY:

RENT: £..... DEPOSIT £.....

LENGTH OF CONTRACT:

PROPOSED DATE OF COMMENCEMENT OF TENANCY

(subject to satisfactory references and available inventory clerk)

NAME: Mr / Mrs / Ms / Miss / Dr

ADDRESS

.....

E-mail address:

Mobile Tel:

Occupation

Gross Annual Income

(Delete where applicable) Full Time / Part Time. Are you on a Probationary Period? YES / NO

Are you aware of any adverse Credit History YES NO

Are you selling a House? YES / NO if yes have you EXCHANGED or COMPLETED

Do you have any pets: YES / NO Type and number of pets:

If you are currently renting a property what is the rent you are paying: £

Please note that once referencing is complete and contracts have been prepared the tenancy date cannot be changed. If you change your move in date an administration fee will be charged but you will be liable for payments from the agreed commencement date.

I confirm that the information supplied to the best of my knowledge is true

All pages to be signed and returned to our office along with Identification (passport) and Proof of address (Utility bill)

I confirm I have received a copy of "How to Rent" guide.

Signed Date

TO BE COMPLETED BY FURTHER APPLICANTS / GUARANTOR:

PROPERTY:

RENT: £..... DEPOSIT £.....

LENGTH OF CONTRACT:

PROPOSED DATE OF COMMENCEMENT OF TENANCY

(subject to satisfactory references and available inventory clerk)

NAME: Mr / Mrs / Ms / Miss / Dr

ADDRESS

e-mail address: Mobile Tel:

Occupation

Gross Annual Income

(Delete where applicable) Full Time / Part Time. Are you on a Probationary Period? YES / NO

Are you aware of any adverse Credit History YES NO

Are you selling a House? YES / NO if yes have you EXCHANGED or COMPLETED

If you are currently renting a property what is the rent you are paying: £

Please note that once referencing is complete and contracts have been prepared the tenancy date cannot be changed. If you change your move in date an administration fee will be charged but you will be liable for payments from the agreed commencement date.

I confirm that the information supplied to the best of my knowledge is true

All pages to be signed and returned to our office along with Identification (passport or drivers licence) and Proof of address (Utility bill)

I confirm I have received a copy of "How to Rent" guide

Signed Date

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