



Application to Rent

Property Address.....

Ground Floor, 16(B) St. Mary's Street, Wallingford, Oxon OX10 0EW.
Telephone: (01491) 624470.
Web: www.homebasepropertymanagement.co.uk E-Mail: info@homebasepropertymanagement.co.uk

Managing Director: Caroline Walker



Homebase Property Management Limited 5333503 England



Signed

TENANT FEES SCHEDULE



NEW ASSURED SHORTHOLD TENANCIES
(ASTs) SIGNED ON OR AFTER 1 JUNE 2019

www.homebasemanagement.co.uk

Holding Deposit (per tenancy)	One week's rent. This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).
Security Deposit (per tenancy. Rent under £50,000 per year)	Five weeks' rent. This covers damages or defaults on the part of the tenant during the tenancy.
Security Deposit (per tenancy. Rent of £50,000 or over per year)	Six weeks' rent. This covers damages or defaults on the part of the tenant during the tenancy.
Unpaid Rent	Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.
Lost Key(s) or other Security Device(s)	Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s).
Variation of Contract (Tenant's Request)	£50 (inc. VAT) per agreed variation. To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.
Change of Sharer (Tenant's Request)	£50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher. To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.
Early Termination (Tenant's Request)	Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

Please ask a member of staff if you have any questions about our fees.

CLIENT MONEY PROTECTION:
www.propertymark.co.uk

propertymark

INDEPENDENT REDRESS:
www.tpos.co.uk



V3.3

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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. The referencing company will email you a Referencing application form for your completion via email. 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, i.e. a bank statement or utility 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 and Deposit.

The Deposit is calculated at 5 weeks rent and will be 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" or "My Deposits"

Documents may be completed by DocuSign or 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, take 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.

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RENTING PROCESS continued..

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 property must be handed back in the same condition as at the start of the tenancy, if professional cleaning was carried out you may choose to get the property professionally cleaned to achieve the same standard, Homebase Management can provide you with details of cleaners if required.

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

INSURANCE

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

The Tenant is advised 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.



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 £ _____



Signed



JOINT TENANCIES continued

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:

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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:.....

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 Current rent payment: £.....

Please note that once referencing is complete and contracts have been prepared the tenancy date cannot be changed.

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:

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PROPOSED DATE OF COMMENCEMENT OF TENANCY

(subject to satisfactory references and available inventory clerk)

NAME: Mr / Mrs / Ms / Miss / Dr

ADDRESS

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e-mail address: Mobile:.....

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

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TO BE COMPLETED BY FURTHER APPLICANT OR GUARANTOR:

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PROPERTY:

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PROPOSED DATE OF COMMENCEMENT OF TENANCY

(subject to satisfactory references and available inventory clerk)

NAME: Mr / Mrs / Ms / Miss / Dr

ADDRESS

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e-mail address: Mobile:.....

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

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