

Please complete the sections below and return this form to Verity Frearson as soon as possible. If more than one applicant over 18 is proposing to rent the property, each tenant is required to complete an application form. Please nominate which one of the applicants is going to be the 'lead applicant'.

THE PROPERTY

PLEASE COMPLETE IN BLOCK CAPITALS

Address of the property
being applied for:

(subject to contract, references
and landlords approval)

Postcode:

Number of applicants
applying for the property:

Name of 'lead applicant'
if applicable:

Relationship to lead
applicant:

Proposed tenancy
start date:

Proposed rent per
calendar month:

£

Proposed tenancy term in months: (min. 6 months, max 36 months less a day)

YOUR DETAILS

Mr Mrs Miss Dr Other

First name(s):
(as shown on ID)

Date of birth:

Last name:

Phone number:

Email address:

Occupation:

Basic salary per year:

£

Full time/part time:

Employed:

Y N

Any additional income:

£

N/A

Self Employed:

Y N

Please give details:

Employer:

Savings:

£

Permanent/temporary:

If temporary until when:

Children: (If yes, please provide children's names, sex and ages)

Y N

Pets: (If yes, please describe any animals to be kept)

Y N

Do you smoke:

Y N

In line with the requirements outlined within Schedule 1, Tenant Fees Act 2019 you are required to pay a refundable holding deposit equivalent to one week's rent in order to reserve a property.

The purpose of the holding deposit is to enable both the landlord and tenant to demonstrate commitment to entering into a tenancy agreement on the terms agreed whilst reference checks and right to rent checks are undertaken. The holding deposit creates a binding conditional contract between tenant and landlord.

Under this contract, the tenant agrees to provide honest representations as to income, tenancy history and references, and to enter into the tenancy under the terms agreed with the landlord.

The landlord agrees to enter into the tenancy as per the agreed terms subject to satisfactory fulfilment of all pre-tenancy checks.

The '*deadline for agreement*' for both landlord and tenant will be within 15 calendar days from the date that the holding deposit has been received by the landlord or letting agent.

The tenancy agreement must be signed by all parties within 15 calendar days from receipt of the holding deposit.

The tenant will be notified of any extension to the 15 day deadline in writing. The tenant must request an extension to the 15 day deadline in writing.

The property will be withdrawn from the market pending referencing and right to rent checks.

The holding deposit will be retained by the landlord/letting agent if false or misleading information is provided which affects a decision to let the property and calls into question your suitability as a tenant.

The holding deposit will be retained by the landlord/letting agent if you fail the right to rent check.

The holding deposit will be retained by the landlord/letting agent if you withdraw from the proposed agreement.

The holding deposit will be retained by the landlord/letting agent if you fail to take all reasonable steps to enter an agreement when the landlord and/or agent has done so.

If we intend to retain the holding deposit, we will advise you in writing the reason for this within 7 days of deciding not to enter an agreement.

The holding deposit will be refunded to you if the landlord withdraws from this agreement or the deadline for agreement is not met.

I/we hereby consent that if I/we become the successful tenant(s) for the property then the holding deposit can be used to offset against the first months rent in advance.

I hereby confirm that I have read, understood and accept the terms set out in this application form.

Signed:

Name:

Date:

TENANCY TERMS AND CONDITIONS

HOLDING DEPOSIT

If your application to rent a property is accepted to go through to the referencing stage then a refundable holding deposit equivalent of 1 weeks rent is required to be paid to reserve the property.

TENANT REFERENCES

Each person who is applying for a tenancy must consent to a credit search being carried out and tenant references sought. A company independent of Verity Frearson will carry out the credit search and the results will be shared with the Landlord whose decision on the applicant's suitability will be final. If you wish to see the results of the credit search then you may apply to the company who carried it out. If you know of a problem with your credit history then you may still be able to successfully apply for a property - providing you tell us about the problem. If you provide false or misleading information then your application will be rejected and the holding deposit will be lost.

REFUNDS

If your application is rejected through no fault of your own then the holding deposit will be returned. If any applicant withdraws the application, fails right to rent checks, provides false or misleading information or fails to act to progress the application on request by the credit reference company or Verity Frearson in order to meet the 15 calendar day deadline for agreement, then the holding deposit will be forfeited. If the Landlord withdraws the property before the Tenancy Agreement is signed, then we will refund all the money you have paid us.

RIGHT TO RENT CHECKS

We require proof of residency and identity for all applicants.

QUALIFYING INCOME

Your qualifying income is required to be 2.5 times the annual rent.

For example, if the monthly rent is £500, the annual rent is 12 X £500 = £6000 and to successfully apply for a tenancy you will need a qualifying income of £6000 X 2.5 = £15,000 per year.

If your income is less than this you will need a Guarantor. If you are sharing the property then your qualifying income will be calculated on your share of the rent.

GUARANTOR

Is someone who will honor the terms of the Tenancy Agreement in addition to you.

A suitable Guarantor must:

Be a UK or Isle of Man resident, have a clean credit reference, have a qualifying income 3 times the annual rent, complete a Guarantor Application and sign a Deed of Guarantee.

DEADLINE FOR AGREEMENT

The deadline for agreement is **15 calendar days** from the date the holding deposit is paid. The tenancy agreement needs to be signed within this timeframe. All tenancy agreements are signed subject to vacant possession of the property being sought by the Agent/Landlord where applicable. Any extension on the deadline for agreement must be agreed in writing.

RELEASE OF KEYS

We cannot release keys under any circumstances until a Tenancy Agreement has been signed by all parties, acceptable ID and proof of residency has been provided and the first month's rent and the Security Deposit have been paid in cleared funds direct into Verity Frearson's client rent account by bank transfer at least 24 hours prior to the tenancy start date.

LEGAL REPRESENTATION

We offer the property based on representations by the Landlord that they: Have legal title to the property, have permission to let from the freeholder, head leaseholder and mortgage lender (as applicable), have informed their insurer of the letting, will arrange a gas safety inspection, will ensure the electrical installation at the property and any supplied appliances are safe to use, will ensure any supplied furnishings comply with fire safety

regulations. Anything said by a representative of the Verity Frearson must be confirmed in writing if you wish to rely upon it.

TENANCY AGREEMENT

Until the Tenancy Agreement is signed there is no contract in place between you and the Landlord. If the Tenancy does not go ahead as planned you cannot claim against the Landlord or Verity Frearson for your costs or out of pocket expenses. If there is more than one Tenant then each Tenant is 'Joint and Severally Liable' meaning they take responsibility for the payment of **all** the rent and for making good **any** damage.

TENANCY RENEWAL

Subject to satisfactory conduct of the Tenancy and the Landlords consent we may offer a renewal of the Tenancy on a fixed term basis subject to: Signing of a new Tenancy Agreement - The rent being reviewed in line with market conditions. We will write to you in advance of the expiry of your Tenancy however if we do not hear from you then we will commence marketing to find a new Tenant.

SECURITY DEPOSIT

The security deposit is the equivalent of 5 weeks rent. Your security deposit will be held under The Dispute Service (TDS) Tenancy Deposit Protection scheme and monies held in a separate Client Monies Account.

RENT

Your first month's rent is due on signing the Tenancy Agreement. Future rent is payable by Standing Order and must be received as cleared funds on the rent due date.

INVENTORY

Where an Inventory is provided, you should check its accuracy promptly on arrival at the property, and put any alleged discrepancies in writing for the attention of the Verity Frearson within 48 hours.

INSURANCE

The Landlord will not have insurance in place to protect your personal possessions; if you wish to take out insurance Verity Frearson can assist with obtaining a quote and arranging cover (subject to underwriter approval).

SPECIAL CONDITIONS

Any special conditions attached to the tenancy must be agreed in writing prior to the Tenancy Agreement being signed, otherwise the property will be regarded as 'let as seen' on the terms set out in this document and the Verity Frearson standard Tenancy Agreement. A specimen Verity Frearson standard Tenancy Agreement is available on request.

Utilities, Council Tax, Telephone, TV Licence

You are responsible for ensuring that accounts are transferred into your name at the start of the tenancy and for the payment of all utility bills whilst the tenancy is in force. Verity Frearson has the right to nominate which utility companies will supply the property. You are responsible for checking that accurate meter readings are taken at the start and end of the tenancy.

GDPR

Verity Frearson is registered as a Data Controller and will respect your personal details and only share these with the Landlords of properties that you are applying for, with our nominated credit referencing agency, and any official body that is entitled to have access to them, including utility companies, contractors and the local council tax authority. Please refer to our Privacy Policy.

Money Laundering

We are obliged to comply with the Money Laundering Regulations 2003.

Client Money Protection

Verity Frearson client money protection scheme is operated through RICs.