



20 Seamoor Road
Westbourne
BH4 9AR
01202 765995

APPLICATION FORM

Holding Deposit:

One weeks' rent to be calculated on application

*ALL TENANCIES ARE SUBJECT TO SATISFACTORY REFERENCES TAKEN BY RENT4SURE

IF YOU KNOW OF ANY REASON YOU MAY FAIL REFERENCE YOU MUST ADVISE US IMMEDIATELY OTHERWISE YOU ARE AT RISK OF LOSING YOUR HOLDING DEPOSIT

REASONS TO FAIL MAY BE UN SATISFIED CCI'S; INSUFFICIENT EARNINGS; ADVERSE PREVIOUS LANDLORD REFERENCE*

On application we will require from all parties:

Two forms of ID – One photo ID and one Proof of Address

i.e. Passport / Residents Permit

(For full list please see Gov.co.uk)

Proof Of Residence i.e. Council Tax letter / Utility Statement/ Bank statement

REFERENCES

The referencing company we use, RENT4SURE, will ask for references from your Bank, Employer (if you are self-employed, from your accountant) and from a previous Landlord (if applicable) or other appropriate referees to confirm your standing. Email addresses for your referees will certainly speed things along. We carry out a credit search on most applicants and to avoid complications later on, you must tell us **before** proceeding further if you have any unsatisfied **County Court Judgements or Default Payments** on a financial transaction recorded in your name or if you are bankrupt... **failure to tell us this may mean that you forfeit your reservation monies**

GUARANTORS

If you cannot put forward appropriate references or maybe you are not in full time employment, perhaps because you are a student, or have not had a bank account for more than six months, you may need to provide a **property owning guarantor resident in the UK**. You must discuss the letting very carefully with your guarantor as we will need them to provide appropriate financial references and to sign a legal document guaranteeing the payment of rent and performance of all the terms and conditions of your tenancy.

TENANCY AGREEMENT

Your Agreement will be for a fixed term, minimum period six months, unless specifically agreed otherwise. If your circumstances change and you wish to leave before the end of the agreed term, you will continue to be responsible for the rent until the end of your tenancy or until the property is re-let; in this situation it is likely that you will have to pay the costs of trying to re-let the property and any new tenancy/inventory costs, and landlord fees.

HOW LONG IS THE PROCESS

If needed, we can move very quickly with only a few days between you placing a holding deposit and moving into your new home, subject to the date the property is available and to how quickly your referees can respond to us. A period of 7-14 days is usual between holding and moving in and properties can only be held for longer than 14 days by special arrangement.

UTILITY SERVICES

Gas, electricity and water supplies should already be turned on before you move in, the meters will have been read and previous bills dealt with. When you sign the Tenancy Agreement you will also take over the relevant utilities supplies, utility companies may ask for a deposit if you have not had a previous supply. **You MUST register yourself as the new occupier and notify the relevant Council tax department.**

PETS AND SMOKING

Many people suffer severely from asthmatic allergies and this is frequently the reason why particular properties are specified as being unsuitable for pets. You should note that if pets are found to be in properties in contravention of a restriction agreed with you at the start of your letting there may be a substantial cleaning charge. This similarly applies to smoking where it has been agreed at the start of the letting that the property is not to be occupied by smokers.

INSURANCE

You should arrange your own insurance for your personal effects including cover for freezer contents: Brown & Kay can have their referencing company quote for you at very competitive rates - do ask for details.

WHAT DOES YOUR RENT INCLUDE

In furnished accommodation the Landlord will usually pay premiums for the landlord contents, the building, any ground rent and property maintenance costs. All this is subject to any liabilities you may have under your tenancy agreement. Always check the position fully with our office. **On both furnished and unfurnished you will pay the council tax, all utility bills, water and sewage.**

PAYMENT OF RENT

Your rent is due monthly in advance by Standing Order on the same date each month as the date on which your letting commenced.

HOW CAN WE HELP

We aim to provide a high level of service and assistance and to be as helpful as possible. If we fully manage the property you are renting then we will be your first point of contact on **01202 765995 Monday – Friday 9.00 – 6.00 and Saturday 9.00 – 4.00**

Outside of office hours you can leave a message on our system and this will be picked up the following working day. If you feel the situation is an emergency then you can call one of our emergency contacts. Be aware that if such a call is placed and the subsequent work is not deemed an emergency YOU WILL BE LIABLE FOR THE FULL COSTS.

Details of the contacts will be given to you on check in/key release day.

APPLICATION TO RENT PROPERTY

Property Address	
Rent	
Deposit	
Tenancy Start Date	
Tenancy term	
Pets	
Any children/AGES	
<u>Tenant 1</u>	
Full Name	
Current Address	
Mobile/Telephone	
Email	
<u>Tenant 2</u>	
Full Name	
Current Address	
Mobile/Telephone	
Email	
<u>Tenant 3</u>	
Full Name	
Current Address	
Mobile/Telephone	
Email	

<u>Guarantor</u>	
Full Name	
Current Address	
Mobile/Telephone	
Email	

I/We understand the tenancy is subject to contract/references

I /We can confirm that I do not have any CCJ's or Bankruptcies

I/We confirm that I understand if we decide to withdraw our application for a tenancy on the property the holding fee will be **non-refundable**.

I/We confirm that if we fail referencing then any monies paid will be **non-refundable**

I/We confirm that we have read the current how to rent guide

Breakdown of costs

Holding Deposit: 1 week rent	Paid now to hold property whilst referencing is in process See bank details below
First Month's Rent: (Less Holding Deposit)	Paid 48 hours before key collection See bank details below
Dilapidation Deposit:	Paid 48 Hours before key collection See bank details below

Banking Details

Bank Name: Natwest (Aldora Ltd T/A Brown & Kay)

Reference: *your surname*

Account number: 32586280

Sort Code: 54-30-03

Signed: _____ Date: _____

Signed _____ Date _____

General Data Protection Regulations (GDPR)

I give consent for you the agent to process my/our personal data noted on this form and transmitted to you in future messages for the purpose of marketing the property. I additionally authorise you to communicate my/our personal data to third parties who are a necessary adjunct to the marketing and management process, such as, but not limited to ; signboard contractors, General contractors, Solicitors, Financial Service providers. ...cont... I understand that I may withdraw consent at any time and once our business relationship is at an end I may request you delete it.

Name.....

Signed