davis & bowring
estate agents

TENANCY APPLICATION FORM

PROPERTY ADDRESS.....

Below are the fees that you will be liable for:

APPLICATION FEE	ZERO
PAYMENT TERMS	1% on cash
TENANCY RENEWAL	ZERO
HOLDING DEPOSIT	One week's rent
DEPOSIT	Five weeks' rent (includes the Holding Deposit)
LOSS OF KEYS/SECURITY FOBS	Cost of actual replacement and also reasonable charge to cover agent's time in getting keys cut
RENT ARREARS	Interest chargeable 3% above the Bank of England base rate on the late payment of rent from the date the payment is missed
VARIATION, ADDITION OR REMOVAL OF TENANT FROM TENANCY AGREEMENT AT TENANT'S REQUEST	£50 incl VAT

Important information regarding the holding deposit:

This is payable only when we start to process your application. Payment must be made by bank transfer as we are unable to take card payments for deposit or rent.

Once the holding deposit is received the property will not be available for further viewings. We will confirm receipt of the holding deposit.

We have 14 days to enter into a tenancy agreement unless we mutually agree a different 'deadline for agreement' in writing.

We will refund your holding deposit in full within 7 days if:

1. you enter into a tenancy agreement (it will be offset against your deposit)
2. the landlord withdraws from the proposed agreement
3. the 'deadline for agreement' passes without a tenancy having been entered through no fault of your own

We will keep and not refund your holding deposit if

1. you provide false or misleading information in your application
2. you fail a 'right to rent' check
3. you withdraw your property application (*)
4. you fail to take all reasonable steps to enter into a tenancy agreement and the landlord or agent takes all reasonable steps to do so (*)

(*) unless a landlord or agent imposes a requirement that breaches the ban or acts in such a way to the tenant or relevant person that it would be unreasonable to expect a tenant to enter into a tenancy agreement with them).

Important information

- **What happens after your application has been submitted and accepted?** We secure a reference through an online referencing company called Let Alliance who will contact you by email to progress your application.

- **When the referencing process is complete and is satisfactory:** A tenancy commencement date will be agreed and we will provide you with a draft copy of the Assured Periodic Tenancy agreement so that you can read it before signing it. Details of the rent and deposit you would pay are covered in the letting particulars for the property and will also be confirmed when you are sent the draft Tenancy Agreement.

- **When money is paid:** When you sign the tenancy agreement you will need to pay the first month's rent and the deposit (this is the equivalent of five weeks' rent, your holding deposit will be offset against this). Before we can hand keys over to you we will require cleared funds.

- **Named tenants:** Any tenancy granted would be in the joint names of each applicant over 18 years old. In the case of married or cohabiting couples, tenancies will be in joint names. Any children over 18, still living at home, will be named as tenants and should be included on the application form. Please fill in **one** form per adult.

- Please note that applicants looking to **run a business from a residential property or to work from home** should check with our office before completing this application.

- **Proof of identity**: Please bring a passport into the office when you come to sign the Tenancy Agreement. If a passport is not available, please contact Davis & Bowring and alternatives can be discussed. Documents will be photocopied and returned to you.

- **Personal data** - please note that full details of your application will be given to our Landlord client to enable them to make the ultimate decision on your application. If you are not successful on this property your application form will be destroyed. If you have any queries in this regard please contact the office.

APPLICANT DETAILS	
LEAD TENANT	
Title	
Full Name	
Address	
Mobile number	
Email address	
Occupation	
Employer name and address	

Other persons who will contribute to the rent (if applicable)	
Title	
Full Name	
Address	
Mobile number	
Email address	
Occupation	
Employer name and address	
Other persons who will reside at the property	
Name	
Age	
School (if applicable)	
Name	
Age	
School (if applicable)	
Name	
Age	
School (if applicable)	
Present accommodation	Homeowner / rented accommodation / family home ** Please delete as appropriate*
Why are you leaving your present accommodation?	
Will you be working from home and if so in what capacity?	
Do you have any pets that will live in the house? If so how many and what breed?	

Will this be your primary residence?	
Does anyone in the household smoke or vape?	
What date would you like the prospective tenancy to start?	
Are you looking for a short or long term tenancy?	
LANDLORD REFERENCE (IF APPLICABLE)	
Name/company	
Phone number	
Email address	
CREDIT HISTORY	
Do you have any adverse credit history? Eg County Court Judgments, Bankruptcy etc *If yes, please provide details*	

DECLARATION

I, ... (print name) confirm that the above information is true to the best of my knowledge, and that no facts which are likely to materially alter the decision to offer me a tenancy have been withheld.

Signed.....date.....

I, ... (print name) confirm that the above information is true to the best of my knowledge, and that no facts which are likely to materially alter the decision to offer me a tenancy have been withheld.

Signed.....date.....

TO BE SIGNED BELOW ONLY BY ANY CHILDREN MENTIONED ABOVE WHO ARE AGED 18 AND OVER

I, ... (print name) confirm that the above information is true to the best of my knowledge, and that no facts which are likely to materially alter the decision to offer me a tenancy have been withheld.

Signed.....date.....

I, ... (print name) confirm that the above information is true to the best of my knowledge, and that no facts which are likely to materially alter the decision to offer me a tenancy have been withheld.

Signed.....date.....

If you wish, please use the below to provide any further information you feel may be relevant to assist your application.