



## TENANCY APPLICATION FORM

All information will be treated as confidential

**PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED FULLY. ANY OMISSIONS MAY RESULT IN DELAY IN PROCESSING YOUR APPLICATION**

This tenancy application is not a tenancy agreement or contract, nor may it be constituted as consent to occupy. Several applications may be considered for the same property and Temple's & the Landlord reserve the right to choose any or none of the applicants. Due to the confidential nature of the information supplied and required Temple's regret that no explanation will be given if a tenancy is not recommended. Should references prove unsatisfactory or if for any reason the tenant withdraws the application, the fee will not be refunded. This reference will be subject to the terms of Grounds 17 of the Housing Act 1996.

A deposit is payable on signing the Tenancy Agreement. It is returnable at the end of the tenancy subject to Landlord's instructions and after the deduction of the end of tenancy checkout charge. Temple's will retain the deposit which is compliant with the Housing Act 2004, as a member of the Tenancy Deposit Scheme, on behalf of the Landlord as stakeholder for the duration of the tenancy. No interest will be paid.

A fee is payable on application for tenancy. Please see details on page 7 of the application form.

RENTAL PROPERTY ADDRESS:

*Smoking and pets will NOT be allowed in this property without specific prior consent*

RENT PER CALENDAR MONTH: please note rent due date will be the 1<sup>st</sup> of each calendar month

£

*Initial term of Tenancy will be 6 months unless otherwise negotiated*

PROPOSED START DATE:

*Must be a weekday*

APPLICANT SIGNATURE





CHARACTER REFERENCE *(not a relative)*

Name .....

Telephone Number .....

Address

NEXT OF KIN

Name .....

Relationship to applicant .....

Telephone Number .....

Address

ADDITIONAL FAMILY CONTACT IN CASE OF EMERGENCY

Name .....

Relationship to applicant .....

Telephone Number .....

Address

APPLICANT SIGNATURE

**PERSONAL FINANCE DETAILS: *Please provide 3 months bank statements***

Name & Address of Bank

Sort code ..... Account Number .....

Do you have a cheque guarantee card? Yes / No

Are you aware of any adverse credit history? Yes / No

Credit / Charge cards details - *please indicate which cards (if any) you hold and any outstanding balances*

Visa Outstanding balance .....

MasterCard Outstanding balance .....

American Express Outstanding balance .....

Others Outstanding balance .....

Current rent / mortgage payment .....

Please detail any other financial commitments

ANY FURTHER INFORMATION YOU WISH TO BE TAKEN INTO CONSIDERATION BY THE LANDLORD IN ASSESSING YOUR APPLICATION?

APPLICANT SIGNATURE

**IMPORTANT NOTES FOR ALL TENANTS**

• **Tenants Renters Insurance**

As part of our terms and conditions, all Tenants will be required to hold Tenants Contents Insurance offered by Temples, which will protect not only your contents but your liabilities in respect of the Landlord's contents, fixtures and fittings.  
Please complete the Tenants Insurance application form that will be sent with the Tenancy Agreement and return to this office.

• **Initial Funds**

A Deposit is payable on signing the Tenancy Agreement and is to be held by Temples as stakeholder in accordance with the Housing Act 2004 and the Tenancy Deposit Scheme (TDS)

Temples (unless other wise instructed/advised) will retain the deposit for the duration of Tenancy.  
NO INTEREST WILL BE PAID.

If accepted as a Tenant of this property, the initial funds covering: - Daily Apportionment Rent: One Month's Rent: Deposit will be required by Bankers Draft. If payment is made in cash, a handling charge is made at the rate of £20.00 per transaction. Payment made by personal cheque must be received at least five working days before funds are required.

Please note Temples do not accept payment through Debit or Credit Card facilities.

• **Future Rent**

It is the Tenants responsibility to ensure the monthly rent is paid on or prior to the due date (1<sup>st</sup> of each calendar month) by Bank Standing Order.

• **Utility and Other Services**

It is the Tenants responsibility for the connection and disconnection of Gas, Electricity, Telephone, Television and Water services and any related charges to the property. Where a property has been unoccupied, the domestic and central heating systems may have been drained down. The in-going tenant will be expected to reinitiate the systems at their own cost.

• **New Sky TV/ Cable**

Consent will be required from the Landlord, if granted it will be the responsibility of the Tenant to pay for any damage to the property within the guidelines given by the Agent.

• **Emergency Property Repairs**

The Landlord does not provide 24 hour Emergency Repairs or Call Out Services. Where Temples are employed by the Landlord to provide a Full Management Service please advise Temples of the problem and appropriate action will be taken.

• **Anti Social Behaviour**

You are responsible for your behaviour at all times in your home and in the neighbourhood.

You are responsible for your family, other people living at your home or anyone visiting your home. For example, you are breaking your tenancy conditions if you are creating a nuisance to other residents in your neighbourhood. If you are a joint tenant, you are jointly responsible for the actions of the other tenant(s). Staff are available to help and advise you. Temples are committed to customer care but we are also committed to ensuring the safety and well being of our staff, contractors, customers and clients. It is therefore a condition of your tenancy that you do not threaten or abuse any of the above parties physically or verbally. This includes using bad language or visiting the offices while under the influence of alcohol or drugs.

• **Zero Tolerance**

Temples adopts a 'zero tolerance' policy relating to anyone who verbally abuse or threaten our staff, contractors, customers and clients.

Telephone calls will be terminated. Office visitors will be asked to leave and removed if required. Viewings will be terminated and no further appointments will be attended. Tenancies will be terminated with an unsatisfactory reference.

APPLICANT SIGNATURE

- **Current Tenant Application Fees Inclusive of V A T:**

- i) Application fee: £175.00
- ii) Guarantor Application: £60.00

- **Tenancy Deposit Scheme:**

- i) Tenant Registration Fee £50.00
- ii) Amendments to Registration £25.00 (e.g. Change of name)
- iii) Landlord Registration £50.00 (for information only)

- **Legal Administration Fees:**

- i) Preparation and completion of Tenancy Agreement £25.00
- ii) Preparation and completion of Schedule of Condition/Inventory £50.00

- **Current Post Occupancy Administration Charges:**

- i) Formal extension to Term of Tenancy £50.00 ~ any other amendments to the Tenancy Agreement £50.00
- ii) Negotiating Landlord's consent for Pets ~ £100.00
- iii) Providing Tenant references to a third party at any time during or post Tenancy ~ £25.00 per reference.
- iv) Providing additional copies of the Tenancy Agreement to Tenant or third parties ~ £50.00 per copy

- **Current Credit Control Charges**

- i) Chasing collection of rent due ~ £20.00 each letter or telephone contact
- ii) Un-honored Payments (per item) ~ £20.00.

- **End of Tenancy**

The End of Tenancy checkout charge payable by the Tenant, is £75.00 and will be deducted from the Deposit. If it is necessary for Temples to revisit the property to arrange any remedial/reinstatement work further administration charges will be made against the Tenant plus the cost incurred.

- **Over Payments**

If the rent payments are received over and above that due a £20.00 administration charge will be levied to cover the additional work involved. It is the Tenant's responsibility to authorize their bank direct for any changes or cancellation of standing orders. Payments are not through Direct Debit facilities.

- **Future Rent Reviews**

Please understand that rents will be reviewed on the completion of twelve months occupancy and annually thereafter. Due consideration will be paid to not only market rental valuation changes but also retail price index.

- **Please note**

The above charges apply at the time of the application, please understand that they are subject to review during the lifetime of a tenancy and could therefore differ at a later date.

APPLICANT SIGNATURE

## **DECLARATION & CONSENT**

I confirm that the information supplied is to the best of my knowledge and belief, true. I have no objection to this information being verified by whatever means deemed necessary. The results of Temple's findings will be held on file & may be accessed again should I apply for a Tenancy Agreement in the future. I agree that Temples may search the files of a credit reference agency, which will keep a copy of that search. Details of how I conduct the account may also be disclosed to the agency. This information may be used by other lenders in assessing applications from me and other members of my household and for occasional debt tracing and fraud prevention.

I authorize Temples to utilize, release or obtain upon request any information gained during the process of my application and continued relationship to any interested/related party including Local Authority and Utility Companies.

***I have read & agreed Temple's terms & conditions of application for Tenancy and discussed with a member of Temple's staff any point I do not understand.***

***I enclose the appropriate application fee as detailed on page 6 of this form: cash or cheque payable to Temples Property Management (BSE) Limited together with: -***

- 2 forms of photo ID**
- Last 3 wage slips (proof of income / new employment confirmation)**
- Last 3 months bank statements**
- Application Fee**

SIGNATURE

DATE

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