



TENANCY APPLICATION FORM FOR USAF PERSONNEL

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 Temples & the Landlord reserve the right to choose any or none of the applicants. Due to the confidential nature of the information supplied and required Temples 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. Temples 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 6 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 1st of each calendar month

£

Initial term of Tenancy will be 12 months unless otherwise negotiated

PROPOSED START DATE:

Must be a weekday

APPLICANT SIGNATURE

APPLICANT DETAILS

Surname

First Names

Rank & Job Title

Current Housing Allowance Cap £.....per month

Date of Birth

Status: Single Married Separated Divorced Living with Partner

Daytime phone number

Email address

CRIMINAL CONVICTIONS

Have you or any other person involved in this tenancy application been convicted of any criminal offence?

Yes No

If yes provide full details

NUMBER OF OCCUPANTS:

Separate application required for all occupants aged 18 years and over

NAME AND AGE OF EACH OCCUPANT UNDER 18 YEARS:

Name Sex Age

Name Sex Age

Name Sex Age

Name Sex Age

THIS IS A "NON SMOKING" PROPERTY

DO YOU SMOKE?

Yes No

THIS IS A "NO PETS" PROPERTY

DO YOU INTEND TO TAKE PETS INTO THE RENTED PROPERTY?

Yes No

If yes provide full details of each animal including a photograph

APPLICANT SIGNATURE

FULL ADDRESS OF PREVIOUS RESIDENCE

COMMANDING OFFICER

Name

Rank

Telephone Number

CHARACTER REFERENCE *(not a relative)*

Name

Telephone Number

Address

NEXT OF KIN

Name

Relationship to applicant

Telephone Number

Address

APPLICANT SIGNATURE

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

IN THE EVENT THAT YOUR APPLICATION IS SUCCESSFUL HOW WOULD YOU WISH TO RECEIVE YOUR TENANCY AGREEMENTS?

Collection

Post – *please provide full UK address*

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 otherwise 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 by other means i.e. cash or personal cheque a handling charge is made at the rate of £20.00 per transaction. 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 (1st 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

- **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 myself 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 Temples 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: -

- Copies of orders.
- 2 forms of photo ID
- Application Fee

SIGNATURE

DATE

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