



PROPERTY
MANAGEMENT

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 can 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 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. Temples will retain the deposit in compliance 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

£

Please indicate what length of 'initial term of tenancy' is preferred 6 months 12 months

PROPOSED START DATE:

Must be a weekday

APPLICANT SIGNATURE

FULL ADDRESS OF CURRENT RESIDENCE INCLUDING DATES OF OCCUPATION?

Dates of occupation

Do **you** rent or own this property? RENTED OWNED LIVING WITH PARENTS

NAME, ADDRESS AND CONTACT DETAILS OF LANDLORD / MORTGAGE COMPANY

IF YOU HAVE BEEN IN YOUR CURRENT RESIDENCE FOR LESS THAN 1 YEAR PLEASE PROVIDE DETAILS OF PREVIOUS ADDRESS

HAVE YOU RENTED PROPERTY AT ANY TIME IN THE PAST FIVE YEARS?	Yes	No
HAS ALL PREVIOUS RENT BEEN PAID ON TIME AND IN FULL?	Yes	No
HAVE YOU ALWAYS HAD YOUR DEPOSIT RETURNED IN FULL? <i>If no please give details</i>	Yes	No

PERSONAL FINANCE DETAILS: ***Please provide bank statements for the last 3 months***

Name & Address of Bank

Sort code..... Account number.....

Name on account.....

Do you have a cheque guarantee card? Yes / No
Are you aware of any adverse credit history? Yes / No (***if yes please give full details***)

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

Visa	Outstanding balance.....
Mastercard	Outstanding balance.....
Others	Outstanding balance.....

Current rent / mortgage payment.....

Please give details of all other regular financial commitments

APPLICANT SIGNATURE

EMPLOYMENT DETAILS: *Please provide your last 3 wage slips or if self employed proof of income*

Name of employer:

Address:

Telephone Number:

Job title:

Annual Salary:

Paid: Weekly / Monthly

Commencement date:

In the event that you are commencing new employment please provide copy of offer of employment

IF IN CURRENT EMPLOYMENT FOR LESS THAN 3 MONTHS PLEASE PROVIDE PREVIOUS EMPLOYER DETAILS:

CHARACTER REFERENCE *(not a relative)*

Name Tel no:

E mail Address:.....

NEXT OF KIN

Name Tel no:.....

E mail:..... Address:.....

Relationship to applicant

APPLICANT SIGNATURE

ADDITIONAL FAMILY CONTACT IN CASE OF EMERGENCY

Name Tel no:.....

E mail:..... Address:.....

.....

Relationship to applicant

PLEASE GIVE THE REASONS FOR YOUR MOVE

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

APPLICANT SIGNATURE

TENANT CHARGES and FEES

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

i)	Application fee: (per property)	£180.00 (refundable ONLY if the Landlord is unable to accept the application)
ii)	Guarantor Application:	£60.00 (only where a guarantor is required to support the application)
iii)	Registration of tenant deposit under the 'TENANTS DEPOSIT SCHEME'	£50.00
iv)	Preparation and signing of tenancy agreements	£25.00
v)	Preparation and completion of schedule of condition/inventory	£50.00

- **Unless otherwise negotiated, our standard tenancy agreement will have an initial term of 6 or 12 months and after that term will revert to a rolling periodical contract so that no renewal fees are required. However, during the term of the tenancy administration charges will be levied as noted below:**

i)	Renegotiation of any terms of tenancy	£50.00
ii)	Negotiating Landlord's consent for Pets (additional £100.00 deposit required)	£50.00
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
v)	Any change of detail to 'Tenants Deposit Scheme' registration	£50.00
i)	Chasing collection of rent due	£20.00 each letter or telephone contact
ii)	Un-honored Payments	£20.00 per item
vi)	Return of over paid rent including after the end of tenancy	£20.00 per item

- **Payments**

Please note that rental payments are made by 'standing order' and **NOT** 'direct debit' and as such it is entirely the tenants responsibility to ensure that the correct instructions are issued to their bank at all times, including the cancellation of the standing order after their last rental payment has been made.

- **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.

- **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

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 of rent, one month's rent and deposit will be required as cleared funds on our account before the commencement date of the tenancy. 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 (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). Our 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

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

Temples Property Management, 4 Boldero Road, Moreton Hall, Bury St Edmunds' IP32 7BS
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Email: tenancymanagement@templebury.co.uk