

# TENANCY APPLICATION FORM



Please read the accompanying Explanatory Notes for New Tenants before signing and returning this form.

PLEASE PRINT USING A BLACK PEN

Property you wish to rent:		Rent PCM: £
Surname:	First name(s):	
Date of birth:	Title: Mr / Mrs / Ms / Miss / Dr	Do you smoke? YES / NO
Driver No (on driving licence):		
Present address:		
		Postcode:
Period at address:	<input type="checkbox"/> Owner <input type="checkbox"/> Council Tenant <input type="checkbox"/> Private Tenant <input type="checkbox"/> With Parents <input type="checkbox"/> Other <small>(Please advise)</small>	
Home tel no:	Work tel no:	
Email address:	Mobile no:	
Have you any adverse credit history? YES / NO	If yes, please detail on a separate sheet	
Previous address (if less than three years at above):		
Postcode:		Dates of occupation:
Emergency contact name (ideally a family member but not a co-tenant please):		
Emergency contact address:		
Title: Mr / Mrs / Ms / Miss / Dr		Email address:
What is their relation to you?	Tel no:	
Bank (personal, not joint):	Account name:	
Bank address:		
		Postcode:
Account no:	Sort Code:	
Your job title:	Annual salary:	
<input type="checkbox"/> Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> On Contract <input type="checkbox"/> Temporary <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Student <small>(If your employment is due to change in the near future, please give details)</small>		
Employer name:	Payroll number:	
Employer address:		
		Postcode:
Employment start date:	Is this permanent? YES / NO <input type="checkbox"/> Full time <input type="checkbox"/> Part time	
Contact name for reference:	Referee's job title:	
Referee's tel no:	Referee's email address:	
Previous employer (if less than twelve months at above):		
Previous employer address:		
Postcode:		Email:
Employment start date:	Contact name for reference:	
Referee's job title:	Referee's tel no:	
Present landlord/Agent name (if applicable)		
Present landlord address:		
Postcode:		Email:
Who are they?:	Tel no:	

Personal referee name (not a relative):	
Address:	
Postcode:	Email address:
Who are they?	Referee tel no:
If self-employed, your accountant or solicitor's name:	
Address:	
Postcode:	Email address:
Who are they?	Contact tel no:
Who will pay the rent?	
If a student, name of college or university:	
Course:	Year:
Tutor (as referee):	Contact name of reference:
Address:	
Postcode:	
Details of all of the people who will be living with you: Full names and ages:	
Which, if any, of the above are smokers?	
Details of any pets:	
Preferred starting date for tenancy?	
Where did you first see details of this property?	
<p><b>Declaration:</b> I confirm that the supplied information is to the best of my knowledge and belief, true, and may be verified. By signing this form, I give authorisation for Lemontree to contact my references, complete a credit check, right to rent and money laundering check through Rent4sure and for details to be passed to Tenant Shop and Rent4sure so that they can contact me directly for utilities and insurance purposes. DATA PROTECTION ACT: information provided by you on this form may be verified and held by Managing Agents Reference Assistance Services Limited in its computer records. I confirm that the progress of this application may be made available to agents, landlords and co-applicants. I also hereby authorise the above named Bank or Building Society to respond to status enquiries made in respect of this application. MARAS may search the file of a credit reference agency. Any information obtained/compiled by Managing Agents Reference Assistance Services Limited may be passed on to Agents and Landlords.</p>	

**PLEASE NOW READ 'EXPLANATORY NOTES FOR NEW TENANTS' BEFORE SIGNING HERE**

Signed:	Date:
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We, Lemontree Properties, have client money protection through Propertymark Client Protection.

# EXPLANATORY NOTES FOR NEW TENANTS

Please read these notes before signing and returning the application form.

## Applying for a property

Once you have chosen a property, we ask every person aged 18 or over to complete an application form. Each applicant will need two forms of ID, one being a photographic form, and proof of your current address. A holding deposit equating to 1 week of the monthly rent will also need to be paid by the preferred method of an electronic bank transfer to secure the property. We will provide you with our bank details and a tenancy payment reference code that you will need to hand to your bank to enable us to identify your payment; please attach proof of this transaction to the application form. Please make personal cheques and bank drafts payable to Lemontree Properties.

\*NB: We will not remove a property from our availability list until we receive a completed application, ID and holding deposit. It is therefore imperative that you get your paperwork to us at your earliest opportunity.

On occasion, we may have more than one interested party. Our commitment is that we will only ever process one application at a time on a property so if multiple applications are received a decision will be made as to which applicant we will progress. The other parties will be informed at the earliest opportunity and receive a full refund of any amounts paid. We will also endeavour to find suitable alternative accommodation.

## References

Upon receipt of the application we will either utilise the services of a Reference Assistant Service or take references direct from your employer, previous landlord and a character referee. We will also carry out a credit check, Right 2 Rent and money laundering checks through Rent4sure.

## Commencing the tenancy

Once satisfactory references have been obtained you will be contacted by the Property Manager responsible for the property to arrange a tenancy start date. On this date all parties to the agreement must attend our offices to sign the tenancy agreement and to complete a standing order mandate for the payment of future rent. Payment will be required for appointed rent and the dilapidation deposit, which must be made with CLEARED FUNDS (i.e. electronic bank transfer, personal cheque or bank drafts). Please allow 4 working days. The total amount will be detailed on an invoice, which will be provided prior to the commencement date. You will then be given keys, a copy of the tenancy agreement and a copy of the inventory.

## Rent payment

Rent is payable by the 1st of each month for that month. Payment is required by the bank standing order which is dated the 1st of the month proceeding. Share groups of two or more must arrange to make one joint payment. For tenancies commencing after the 1st day of any month the rent due at commencement will be for the period to the end of the month, apportioned for the number of days. For tenancies commencing on or after the 20th of the month the rent for the next month is also payable at the commencement.

## Dilapidation deposit

A dilapidation deposit is payable at the start of any tenancy and is equal to 5 weeks of the monthly rent (e.g. if the monthly rent is £800 then the deposit will be £923). The purpose of the deposit is to cover the cost of any cleaning, repairs or replacements found to be required at the end of the tenancy inspection carried out by your appointed Property Manager.

For your peace of mind, and in accordance with the Housing Act 2004, all deposits must be held within an authorised tenancy deposit scheme. This means that not only is the amount secure but that you will also have access to the scheme's dispute resolution service if you disagree with any deductions made at the end of tenancy. You will be informed of the scheme being used within 14 days of paying your deposit.

## Inventory

An inventory of contents and schedule of condition is prepared for each property prior to letting. You will be supplied with one copy and are requested to check the list carefully, then sign and return the copy within 14 days of receipt. Any discrepancies in the contents or the descriptions should be noted on the copy prior to sending (any points made may be subject to a verification inspection by your Property Manager). A colour photocopy will be taken and sent back to you and should be retained for your records. It is important that you do check the inventory as it forms the basis of the inspection to be made after the end of the tenancy. If a signed copy of the inventory is not received within 14 days it will be assumed that the inventory is accurate in every detail.

## Utilities and council tax

You will be responsible for electricity, gas, water, council tax and any media subscriptions etc. on the property.

We will arrange the transfer of electricity, gas and water accounts by taking readings prior to the start of the tenancy and then submitting the necessary forms to the supplier concerned.

We will notify the relevant Local Authority of the commencement of your tenancy so that they may invoice you directly for council tax. Please note that if you are a single occupier you are entitled to a 25% discount.

We cannot make any arrangements to connect a telephone and suggest you contact either BT (0800 800150) or Virgin Media (0845 4541111) at least three working days prior to occupation. A television licence and any cable, digital or satellite arrangements will be your sole responsibility. However, if cable, digital or satellite service is not already available at the property you must contact us for written permission prior to installation.

## Insurance

The landlord is responsible for insuring the main structure of the building and any of their contents, fixtures and fittings. The insurance will not cover your belongings and you are therefore advised to take out separate insurance cover in this respect. Lemontree can organise this upon request.

## Periods of absence/Frost damage

You must notify us in writing when the property will be left vacant for more than 28 days.

During the cold periods the property should not be left empty overnight without heating, due to the risk of freezing and bursting pipes. Water should be turned off at the mains stopcock whenever a property is left empty during winter months and the heating left on a constant 12° setting.

## Maintenance and repairs

You must contact us immediately in respect of any maintenance problem. The landlord is responsible for the fabric and services of the building, plus any fixtures and fittings such as kitchen appliances; except in the instance whereby the damage or fault has arisen due to neglect or misuse. Expenses incurred without prior approval may not be refunded. Please email us at [reception@lemontree-properties.co.uk](mailto:reception@lemontree-properties.co.uk).

We have established relationships with proven contractors so we can respond quickly to any reported problems subject to the necessary authority from the landlord. You will appreciate that we are the custodians of the landlord's money and, as such, there are occasions when the need to revert to the landlord for specific instructions arises.

If the property has gas, an annual safety check is required by law. You will be expected to allow our appointed engineer reasonable access.

## End of tenancy

When you wish to vacate the property you must give one month's notice in writing to be received at our offices no later than two working days after the date of the notice.

If, for whatever reason, you need to vacate the property during the initial term then we will endeavour to re-let the property, thereby releasing you from the ongoing liability. Rent will be payable up until the day before the new tenancy or the expiry of your six months initial agreement.

Keys must be returned to our offices on, or before, the day of vacating the property, together with a forwarding address. Failure to return the keys will result in a continuing liability for rent.

An end of tenancy inspection will be carried out by your Property Manager and you will be notified of any faults. During the inspection, electricity, gas and water meter readings will be taken and we will notify the service provider of the end of your tenancy and liability.

## Fee schedule

We believe in complete transparency and therefore reflected below is a note of when amounts are due, plus the charges that may apply to your tenancy and the situations in which they occur. There are no hidden extras and all fees shown are inclusive of VAT at the current rate.

## PERMITTED PAYMENTS

The Tenant Fees Act prevents landlords and their agents from requiring tenants to make any payment as a condition of renting, renewing or continuing a tenancy apart from:

- **Rent**

- A refundable **Tenancy Deposit** (capped at five weeks rent for rent not exceeding £50,000 per annum or six week's rent if greater)
- A refundable **Holding Deposit** to reserve a property (capped at one week's rent). See T&C's
- **Novation, Variation of Assignment of Contract** capped at up to £50 incl. VAT (or agents reasonable cost incurred if higher (which must be evidenced)
- **Surrender of Tenancy** (covering the landlord's costs in reletting the property, all rent outstanding until a new tenant is found (up to the maximum outstanding rent on the tenancy)
- **Default Fees** (lost keys or other respective security devices) £15ph. Late rent payment after 14 days rent was overdue capped at 3% above the Bank of England Base Rate (currently at 0.75%)
- **Utilities** (water, gas or other fuel, electricity, sewerage); Communication Services (phones other than mobile phones, Internet, Satellite television); Council Tax; Green Deal charge (or any subsequent energy efficiency scheme)