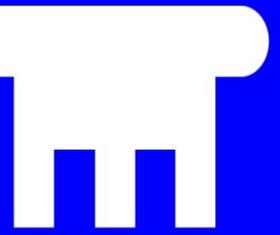


Cirencester

Sales & Lettings



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TENANCY APPLICATION TERMS OF BUSINESS



6 Ashcroft Road, Cirencester, Glos. GL7 1QX.

Please complete the form below – Nominate which of the applicants will be the 'lead applicant' ALL APPLICANTS to sign and return this form to Cirencester Sales & Lettings.

Identification: All applicants to provide us with passport and visa if applicable. If you do not have a passport then please check the Right to Rent guide required documents here

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/805826/6.5707_MHCLG_How_to_Rent_v4.pdf?utm_campaign=10601150_Section%206a%20Form&utm_medium=email&utm_source=dotmailer&dm_t=0,0,0,0,0

Address of the property applied for

Tenancy Start Date: _____ Tenancy Term: _____

Monthly Rent: _____ Deposit: _____

Holding Deposit (1 weeks rent): _____

Once paid the property will be listed as Let Subject to References.

Deadline for agreement: _____

Change of Deadline if required: _____

The Landlord is obliged by law to enter into a tenancy agreement by the 15th day after you have paid the holding deposit, this is subject to successful references. Should further time be required this must be confirmed in writing between the agent and the applicant.

Will there be any children at the property? Please state how many and ages?

Will there be any pets required to live at the property? Please state breed and ages?

Are any of the applicants on receipt of any benefits: (please give details below:

Full list of applicants (BLOCK CAPITALS) **PLEASE STATE TITLE**

Lead/Applicant 1: Full Name: _____

Email: _____

Mobile No: _____ Work: _____

Employment Status: Employed/Self Employed/Retired (delete as applicable)

Is this a new position/temporary?

Notes:

Gross Annual Income (before overtime/bonus) £ _____

Do you have any adverse credit history, e.g., CCJ, bad debts, late rent payments etc.

YES/NO (delete as applicable, if yes please give details below)

Applicant 2: Full Name: _____

Email: _____

Mobile No: _____ Work: _____

Employment Status: Employed/Self Employed/Retired (delete as applicable)

Is this a new position/temporary?

Notes:

Gross Annual Income (before overtime/bonus) £ _____

Do you have any adverse credit history, e.g., CCJ, bad debts, late rent payments etc.

YES/NO (delete as applicable, if yes please give details below)

Release of Keys

We cannot release keys under any circumstances until a Tenancy Agreement has been signed by all parties and the first month's rent, the Security Deposit and our fees have been paid in cleared funds. Cleared Funds are cash or bankers Draft, if paying by cheque please allow at least 5 working days for the cheque to clear. **We do not offer a debit card method of payment.**

Tenancy Agreement

Until the Tenancy Agreement is signed there is no contract between the applicant(s) and the Landlord(s). If the Tenancy does not go ahead as planned, you cannot claim against the Landlord or Cirencester Sales & Lettings for your costs or out of pocket expenses. If there is more than one Tenant, then each tenant is responsible for the payment of ALL of the rent and for making good ANY damage and or cleaning.

Security Deposit

Your security deposit will be safeguarded by The Deposit Protection Service. When the deposit is registered you will be contacted with your unique repayment id number.

Inventory

An inventory will be provided, and it is the Tenants responsibility to check its accuracy within 7 days of arrival at the property and put any alleged discrepancies in writing for the attention of the inventory clerk. This is the responsibility of the first Tenant to arrive at the property as with Joint Tenancies not all Tenants will arrive at the same time.

Check Out

At the end of the tenancy a check out will be conducted and a report produced and emailed to you for your inspection, this will cover any damage/cleaning if applicable and either CSL or the Landlord will discuss and negotiate any deduction with you

Insurance

The Landlord will **not** have insurance in place to protect the tenant's personal possessions.

It is highly recommended for **ALL** Tenants to ensure that they have insurance cover against **accidental damage** to the Landlords contents, building, fixtures and fittings. This may protect against damage deductions from the Tenant(s) deposit.

Special Conditions

Any special conditions attached to the tenancy must be agreed in writing prior the Tenancy Agreement being signed, otherwise the property will be regarded as "let

as seen" on the terms set out in this document and the Cirencester Sales & Lettings standard Tenancy Agreement. A copy of which you have been sent prior to signing this form

Utilities, Council Tax, Telephone, TV Licence

You are responsible for ensuring that accounts are transferred into your name/s at the start of the tenancy and for the payment of all utility bills whilst the tenancy is in force. You are responsible for checking that accurate meter readings are taken at the start and end of the tenancy; readings are available on the ingoing inventory.

Telephone lines/connections - from time to time the lines are taken away and used elsewhere, these occasional actions are beyond CSL and Landlord control, therefore neither the Landlord or CSL are responsible for the reconnection charges that might apply – it is the responsibility of the Tenant/s to reconnect and pay the reconnection charges if applied where applicable at all times, and to ensure at the end of the Tenancy all contracts are cancelled with the relevant telephone/broadband providers.

Contents

It is the applicant's responsibility to check all contents of the property prior to signing the Tenancy Agreement, as during some viewings the property will be occupied and may have some contents that will not be part of the furnishing and equipment supplied. CSL and the Landlord do not take responsibility of such items that have not been confirmed as part of the furnishings and equipment.

Furniture

If the furniture in the property does not comply with The Furniture and Furnishings (Fire) (Safety) Regulations 1988 as amended, I/we hereby indemnify CSL against the consequences of such non-compliances.

Data Protection

CSL is registered as Data Controller and will respect your personal details and only share these with the Landlords of properties that you are applying for and with our nominated credit referencing agency, and any official body that is entitled to have access to them, including utility companies/the local council tax authority and our maintenance contractors as and when required for access confirmation.

Standing Orders

Any rent paid in error to us after you have ended the tenancy by failing to cancel your standing order will incur a £30.00 return charge.

Anything said by a representative of Cirencester Sales & Lettings must be confirmed in writing if you wish to rely on it.

I/we confirm I have seen a copy of the tenancy agreement prior to paying the requested holding deposit.

I/we confirm we have been informed that the holding deposit can be retained by the agent if, I/we provide false or misleading information, fails the reference checks, withdraws from the property and fails to take all reasonable steps required to proceed with the let, such as not filling out the reference application, ignoring calls/emails.

If for any of the reasons as listed above, we retain the holding deposit we will write to you within 7 days to confirm the reasons for your records.

I/we confirm that we are not, nor will apply for any other properties to let with any other agent before the deadline on this application.

I/we agree that the holding deposit will be off set against the first months rent.

I/we agree that we will not smoke or vape in the property or take any recreational drugs into the property.

We will not keep animals at the property unless it has been agreed with the Landlord and is added as a special clause on the tenancy agreement.

We agree to the terms of business set out in this application, and understand that this forms a contract between ourselves and Cirencester Sales & Lettings

Signed

Applicant 1/lead _____ Date _____

Print Name: _____

Applicant 2 _____ Date _____

Print Name: _____