

## Information and Application form For prospective tenants.



If you would like to apply to rent a property through Homesabout you will need to fill out an application form. The following notes are to advise you of our procedures and how your application will be treated. We will not remove a property from the market until we receive a completed application form together with the appropriate administration fee and deposit. To avoid disappointment it is imperative that you submit this application without delay. On rare occasions we may receive more than one application on a property, if this is the case we will submit all applicants to our client Landlord and one will be chosen. We commit to only ever process one application at a time.

Each person over the age of 18 who intends to live in the property should complete this form. Please ensure that you enclose the relevant amount with this application form in respect of our non-returnable application fee. This fee is to cover the cost of your references and our administration costs in connection with your application. Please also enclose a holding deposit of £200.00 which will be held until the property references and checks are in process and completed. If you do not take occupation of the property within one month from the date of the application the property shall be remarketed and your holding deposit and fees will be forfeited.

Please be aware that if for any reason you withdraw your application at any time, your holding deposit will be forfeited in full. In order for us to accept your application you must be in full time permanent employment. Your annual salary must be at least of a minimal level to ensure that the property is affordable. This calculation will be expressed as the rent per calendar month multiplied by 30 i.e. Rent of £500 pcm multiplied by 30 = £15,000 per annum.

If you are a non UK citizen you will need to provide us with your passport, Worker Registration Scheme Certificate (WRS) or your European Economic Area Residence Permit (EEA). If you are unsure of your employment status, income amount or have any queries please contact us before reserving the property.

**If your application is denied due to undisclosed information i.e. on the grounds of adverse credit information; unsatisfactory reference from a Landlord; employer or your employment is of a temporary nature of less than six months, £100.00 of the holding amount will be forfeited in addition to your application fee. If a formal tenancy commences the holding deposit will be credited to your account.**

We are required to positively identify every applicant and will require sight of original photo ID; we will accept a driving license, Armed forces ID card or passport. Along with this completed application please enclose an original bank

statement pre printed with your name and current address, or a utility bill less than three months old but not a mobile phone bill. We are unable to accept your application without these.

References usually take approximately 5 working days to obtain, although this time is wholly dependant on your referees to supply the information.

We recommend that you advise your referees that they will be contacted by us and supply any appropriate permissions.

Once your references have been received and an offer of tenancy made we will agree a moving in date. This offer of tenancy is conditional on all references received being satisfactory to our client landlord and underwriters and the property being physically available.

It must be noted that no liability is attached to Homesabout Lettings Ltd if a property is unavailable for reasons outside our control.

Unless otherwise stated all tenancies strictly prohibit pets. In some circumstances a Landlord might allow you to keep pets. An additional deposit of a minimum of £100 per pet will be required in addition to other terms being agreed. Please enquire now if you would like to keep pets at the property. All of our properties are strictly no smoking inside the building.

Upon signing a tenancy agreement you will be responsible for one month's rent in advance and a deposit equal to one month's rent plus £100. Your rent is payable by standing order only and will be due on an agreed day of the month. Please note that we will accept rent payment from one bank account only. In order to ensure that we provide the best service that we can to both our Landlords and our Tenants we require all prospective tenants to have adequate contents insurance cover for both your personal items within the home (as this is *NOT* the Landlords responsibility) and also for accidental cover to the Landlords belongings. Our referencing company is full regulated and happy to quote **you for a comprehensive insurance product specifically designed for the lettings market.**

Should you have your own existing contents cover we will require sight of a copy of your policy when you come in to sign the tenancy agreement (assuming that satisfactory references have been received by us).

Payment of the initial deposit, rent & fees should be made by cash or bank transfer.

The rent quoted to you is exclusive of the following:

Water charges, council tax, gas, electricity, oil, telephone connection and rental charges and TV license. You should also assume that no T.V. aerial is supplied with the property.

**PLEASE CONTACT ALL THE UTILITY COMPANIES AT THE START OF THE TENANCY TO set up an adequate payment plan.**

Should you have any queries regarding any of the above points please contact this office immediately? A specimen tenancy agreement is available for your inspection upon request.

**Scale of charges from date of reservation up to moving date**

**Application Fees**

Tenancy application fee	£195
Each additional applicant	£95
International Credit check	£25
<b>Guarantor Checks</b>	<b>£95 if applicable</b>
Comprehensive inventory report	£110
<b>Fast track application per application</b>	<b>£25</b>

**Tenancy Fees after moving and during tenancy(not always applicable)**

Tenancy renewal	£50
Change of rent payment date	£25
Change of name/terms on tenancy	£25
Supply references ( applying for property via another agent) <b>per applicant</b>	£30
Early tenancy surrender fees	£50
Lost keys- emergency call out during working hours	£45
Lost keys- emergency call out after working hours/ weekends	£75
Missed or unattended inspection appointments	£25
Late Rent Payment administration	£25
Maintenance call out for an issue/fault caused by tenant	Applicable call out charge
Pet Indemnity IF Applicable	£25
<b>NO VAT TO PAY!!</b>	

**In the event of a pet is considered additional deposit is applicable (*please give as much information as possible*)**

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