



Tel. 01522 568880
Fax. 01522 549450
E-mail: property@harrisonestateagent.co.uk
Web address: harrisonestateagent.co.uk

17 Guildhall Street
Lincoln
LN1 1TR

GUIDANCE NOTES FOR TENANCY APPLICATIONS

APPLICATION

- 1) The application form attached should be completed and returned to this office.
- 2) We will discuss your application with the Landlord, if we proceed with your application we will charge an administration fee of **£95.00 inc VAT** per applicant. This fee covers the cost of referencing and also the cost of setting up the tenancy agreement.
- 3) If the proposed tenancy is for more than 1 person, an administration fee of **£95.00 inc VAT** will be charged for any additional application received, an admin fee of **£95.00 inc VAT** will also be charged if a guarantor is required.
- 3(a) The majority of our properties are **strictly no pets**, however, in the circumstances where a Landlord would consider a pet there is likely to be an additional charge to the deposit.
- 4) If the references are not suitable, or you withdraw your application, **NO REFUND WILL BE MADE**.
- 5) To conform with the Proceeds of Crime Act 2002 and the Money Laundering Regulations 2003 we will also require you to bring in two forms of ID, one of which should be photographic (driving licence or passport) and the other should be a letter showing your current address (a utility bill, bank statement or Council Tax letter would all be acceptable forms of identification).

INITIAL PAYMENTS

- 6) Assuming your application is successful, we will contact you to arrange a time for you to come into the office **PRIOR** to your tenancy commencement date to pay your first months rent and dilapidation deposit monies, together with signing your Tenancy Agreement. These monies, however, must be **CLEARED FUNDS** on the day your Tenancy Agreement commences, so please note if you wish to pay these monies by cheque, we will require 7 working days for clearance, **AND OCCUPANCY WILL ONLY BE GRANTED UPON CONFIRMATION OF CLEARANCE**. Please confirm with ourselves if you are unsure on the above.
- 7) A suitable date will have also been arranged for the 'Check In' appointment whereby we will meet at the property to agree the Inventory of Contents and Schedule of Condition, together with confirming utility meter readings. **IT IS AT THIS STAGE WHEN YOU WILL BE GRANTED THE KEYS TO THE PROPERTY.**

- 8) **The Tenancy Agreement** - This is a **LEGAL DOCUMENT** and there are certain specific requirements/stipulations contained within its contents. If you are unsure about any points relating to the Agreement, please consult a member of the Lettings Department. Any breach of the agreement **COULD LEAD TO YOUR EVICTION FROM THE PROPERTY.**
- 9) **Rental Payments** - These must be paid monthly **IN ADVANCE** on your rent due date, by Standing Order. In case of joint tenancies, only one whole payment will be accepted. If your rent is not received on the due date and we are required to contact you for payment, whether by telephone, letter, fax or e mail we reserve the right to make an administration charge of **£5.00 inc VAT**. This fee will increase to **£10.00 inc VAT** for any subsequent reminders.

At the end of your tenancy you are responsible for contacting your bank to cancel the Standing Order. If we receive your rent payment when it is not due we reserve the right to charge an administration fee of **£15.00 inc VAT**.

- 10) **Utilities** - At the 'Check In' appointment, meter readings are confirmed and agreed with you. We will then notify the relevant suppliers of these readings and of your occupancy. You will need to advise them when you vacate. Any further documentation will be your responsibility. **YOU MUST INFORM US IF YOU WISH TO CHANGE THE UTILITY SUPPLIERS.** Telephone connection and Television License are both your responsibility.
- 11) **Council Tax** - We will inform the relevant Local Authority of your occupancy, however, payment of Council Tax is your responsibility.
- 12) **Mail** - Harrison Estate Agents shall hold **NO RESPONSIBILITY** for the forwarding of your mail after your vacation. You should arrange this with the Post Office.
- 13) We may, from time to time, need to give your contact details to our contractors for them to arrange an appointment with you for necessary repairs/gas safety inspections etc.

*The minimum period of the initial tenancy is for **FIXED TERM of SIX MONTHS**. After that date, the tenancy will continue on a Statutory Periodic Tenancy, whereby you have the option to give **ONE MONTHS NOTICE**, which must coincide with your rent period, to terminate the agreement. For example if your rent is due on the 15th of a month your rent period will be the 15th to the 14th of the following month, you must therefore give notice by the 15th of a month to leave on the 14th of the following month. If you wish to leave at the end of the fixed term, we will require you to give one calendar months notice, served at the 5 month point (or before) of your fixed tenancy term. If you wish to stay at the property, and would like to sign for another fixed term, with the Landlords prior consent, this can be arranged. If for any reason you have to leave the property before the end of a fixed term tenancy, **YOU WILL BE LIABLE FOR THE RENT** up to the point of the house being re-let, or the end of your fixed term. Should the property be re-let during the fixed term period, **YOU WILL BE REQUIRED TO PAY THE LANDLORDS RE-LET AND ADMINISTRATION FEES**. The Landlord can terminate the tenancy agreement at the six month date, or end a Statutory Periodic Tenancy agreement by serving **TWO CALENDAR MONTHS NOTICE**. Please confirm with ourselves if you are unsure on the above.*

APPLICANTS – PLEASE DETACH THESE NOTES AND KEEP FOR YOUR RECORDS / INFORMATION.

Regulated by RICS



Harrison Estate Agents

lettings@harrisonestateagents.co.uk

Scheme No. 1511412

Telephone 01522 568880

To avoid any unnecessary delays, please complete in full, in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Incomplete forms will be returned. Once completed, you can enter this application online via connect.homelet.co.uk for an instant acknowledgement.

1 TENANT DETAILS [To be completed by the Letting Agent]

Please let us know who the Guarantor is standing for

Applicant 1

Reference
Number

Applicant's
Surname

Applicant 2

Reference
Number

Applicant's
Surname

Please complete Section 2

2 PROPERTY TO LET [To be completed by the Letting Agent]

Property Address

Postcode

Total rent per calendar month

How much will the Guarantor Cover?

Applicant 1 share of rent PCM

Applicant 2 share of rent PCM

How is Rent Guarantee offered to your landlord?

Free of charge

Separate charge

Included in
Management Fee

N/A

Property Let Type

Let Only

Managed

Rent Collect

No. of bedrooms

Property type

Detached

Semi detached

Flat

Terraced

Bungalow

When was the property built?
(eg 1984)

Tenancy term (months)

Tenancy start date

Is the tenant paying the full rent in advance? Yes No

If yes, do you require HomeLet to obtain financial references? Yes No

Please complete Section 3

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3 YOUR PERSONAL DETAILS [To be completed by the Guarantor]

Title: Mr Mrs Miss Other

First name Middle name

Last name

Email

Other names Date of birth / /

Your Telephone Your Mobile

Employment status Employed Self-employed Retired Independent means On contract

Total gross annual income

Bank / building society details: please provide the details of your current account

Account holder(s) Bank name

Bank Account no. Sort code

IMPORTANT - ADVERSE CREDIT HISTORY

Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Individual Voluntary Arrangements, or any other adverse credit history whether settled or not? NO YES

If YES, please detail on a separate sheet. Please note that failure to disclose information relating to adverse credit history may result in your application being declined.

4 YOUR ADDRESS [To be completed by the Guarantor]

Current Address

Postcode

Period at Address Years Months

We require three years worth of your address history. If you have lived at this address for more than three years, please move to section 5. If you have been there for less than three years, please provide your previous address(es) below.

Previous Address

Postcode

Period at Address Years Months

Address

Postcode

Period at Address Years Months

Please complete section 5

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5 YOUR FINANCIAL INFORMATION [To be completed by the Guarantor]

Please tell us about your earnings and provide the details of a financial referee below (please tick one). Failure to provide your gross annual income will prevent us from contacting your referee and will delay your application.

Current Employer Pension Administrator Accountant Self-employed (SA302 / SA100)

Company Name

Address

Postcode

Contact Name Contact Position

Telephone Fax

Email Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.

Your position

Is this position: Permanent Contract Contract Terms Months Hours per week

Payroll/Service/Pension number:

Gross Salary/Pension/Drawings per annum: If self-employed please indicate your earnings from the last year

Start Date End Date (if applicable)

Do you have a second job, or additional pension? IF YES, please enter the details in section 6
Will your employment change before the proposed tenancy starts? IF YES, please go to section 6
IF NO, please go to section 7

6 ADDITIONAL FINANCIAL INFORMATION [To be completed by the Guarantor]

If you are changing to new employment, have a second job or another source of income, please provide details in this section.

Future employer Second employer Pension administrator Accountant Benefit/other

Company Name

Contact Address

Postcode

Contact Name Contact Position

Telephone Fax

Email Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.

Your Position

Is this position: Permanent Contract Contract Terms Months Hours per week

Payroll/Service/Pension number:

Gross Salary/Pension/Drawings per annum: If self-employed please include your earnings from the last year

Start Date End Date (if applicable)

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7 ABOUT YOUR REFERENCE [To be completed by the Guarantor]

By completing this form, you have agreed to act as Guarantor for the tenant named within this form. The tenant's reference will be completed by HomeLet on behalf of their letting agent. HomeLet is part of the Barbon Insurance Group Limited and for the purposes of this application, Barbon is the Data Controller as defined in the Data Protection Act 1998 (the "Act").

In order to complete this application, HomeLet will consult with a number of sources to verify the information, including a licensed credit reference agency. As a result of the information received:

- HomeLet may pass on any information supplied to the landlord and/or letting agent, including the results of any linked verification checks.
- By consulting with a credit reference agency, HomeLet will share your information with them and the agency may record the results of this search. This search may show how you conduct payments with other organisations. From time to time, this information may also be used for debt tracing and fraud prevention. You may request the name and address of the Credit Reference agency HomeLet use and you may also apply for a copy of the information they provided to HomeLet.
- If you default in respect of any covenants you have given as guarantor (including the payment of rent on behalf of the tenant when the tenant has failed to pay their rent), HomeLet may record this on a centrally held database of defaulting debtors, and such a default could affect any future application for tenancies, credit, and/or insurance.
- HomeLet may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to HomeLet.

Information may be sent to you and your nominated referees by email. This information will only be sufficient enough to identify you and it won't be excessive; however you should be aware that information sent via electronic means can't be guaranteed to be secure.

PLEASE READ AND COMPLETE THE FOLLOWING STATEMENTS CAREFULLY – IT'S IMPORTANT THAT YOU PROVIDE YOUR CONSENT FOR THE CHECKS BY MARKING THE BOXES NEXT TO THE TEXT AND THEN SIGNING AND DATING BELOW.

YES I confirm that the information provided in this application form is true to the best of my knowledge, and I'm happy with the checks which HomeLet will complete as detailed above. These results may be accessed again if I apply to act as a guarantor in the future.

YES I'm happy for HomeLet to contact my referees (including those outside the EEA), with personal information which has been provided in this form to allow them to verify the information about my earnings, dates of employment and previous tenancy term.

Please note, if you'd like to find out more about any of the information sources we access to complete your application, please visit homelet.co.uk/ref-info.

Signed

Full name

Date

Additional Information - To be completed by the Guarantor