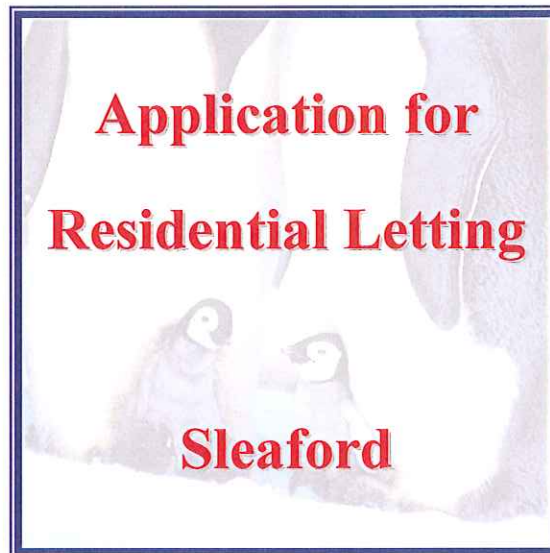


# **ESCRITT BARRELL GOLDING**

15 Southgate  
Sleaford  
Lincolnshire  
NG34 7SX



**(PRIVATE AND CONFIDENTIAL)**

**TEL: 01529 302 271**

**FAX: 01529 413 856**

**EMAIL: [phillip.johnson@EBGproperty.co.uk](mailto:phillip.johnson@EBGproperty.co.uk)**

**Agent to complete:**

Date application form given/sent ..... / ..... / 2011

Date application form received ..... / ..... / 2011

Rent Agreed £ ..... pcm

Deposit £ .....

Agents Initial .....

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**Applicant to complete:**

Anticipated commencement date ..... / ..... / 2011

Expected length of tenancy ..... months/years

Please also sign to confirm that you have been given a copy of the 'Tenants Guide to Letting' .....

Please complete below your bank account details from which you intend to pay your rent from (should your application be approved):

Bank's Name: .....

Bank Address: .....

Postcode: .....

Account No: 

--	--	--	--	--	--	--	--

Sort Code: 

	-		-	
--	---	--	---	--



MISSING INFORMATION WILL RESULT IN DELAYS!

**TENANCY APPLICATION****1. CHECK TYPE**This section should be completed by the **LETTING AGENT** in **BLOCK CAPITALS**

<b>CREDIT SEARCH</b> <input type="radio"/>	<b>FULL REFERENCE</b> <input type="radio"/>
<b>EXECUTIVE 6 (6 mths)</b> <input type="radio"/>	<b>EXECUTIVE 6+ (Nil Excess -6 mths)</b> <input type="radio"/>
<b>EXECUTIVE 12 (12 mths)</b> <input type="radio"/>	<b>EXECUTIVE 12+ (Nil Excess -12 mths)</b> <input type="radio"/>

**2. PROSPECTIVE LANDLORD & PROPERTY DETAILS**This section should be completed by the **LETTING AGENT** in **BLOCK CAPITALS**

POSTCODE <input type="text"/>	HOUSE NUMBER <input type="text"/>	FLAT NUMBER <input type="text"/>	HOUSE NAME <input type="text"/>
STREET <input type="text"/>		DISTRICT <input type="text"/>	
TOWN <input type="text"/>		COUNTY <input type="text"/>	
PROPERTY TYPE <input type="text"/>	WAS IT PURPOSE-BUILT: YES <input type="radio"/> NO <input type="radio"/>		No. OF BEDROOMS <input type="text"/>
<b>PROSPECTIVE LANDLORDS DETAILS</b>			
NAME	<input type="text"/>		
ADDRESS	<input type="text"/>		POSTCODE <input type="text"/>
TELEPHONE <input type="text"/>	EMAIL	<input type="text"/>	

**3. RENTAL DETAILS**This section should be completed by the **LETTING AGENT** in **BLOCK CAPITALS**

NUMBER OF TENANTS <input type="text"/>	RENT PER MONTH £ <input type="text"/>	START DATE <input type="text"/>	RENTAL TERM <input type="text"/>
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**4. TENANT DETAILS**This section should be completed by the **LETTING AGENT** in **BLOCK CAPITALS**

<b>PLEASE STATE NAMES OF ANY TENANTS MOVING IN TO THIS PROPERTY AND THEIR SHARE OF THE RENT:</b>

**5. PERSONAL DETAILS**

This section should be completed by the **TENANT** in **BLOCK CAPITALS**

Mr/Mrs/Miss/Ms	<input type="text"/>		
Surname	<input type="text"/>		
First Name	<input type="text"/>	Middle Name	<input type="text"/>
Date of Birth	<input type="text"/>	Nationality	<input type="text"/>
Sex	Male <input type="radio"/> Female <input type="radio"/>	Maiden/Other name	<input type="text"/>
Marital Status	<input type="text"/>		
Daytime tel	<input type="text"/>	Evening tel	<input type="text"/>
Mobile tel	<input type="text"/>		
Email	<input type="text"/>		

**6. CURRENT ADDRESS**

This section should be completed by the **TENANT** in **BLOCK CAPITALS**

**PLEASE PROVIDE THREE YEARS WORTH OF RESIDENCY DETAILS (USE A SEPARATE SHEET IF NECESSARY)**

Postcode	House Number	Flat Number	House Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street	District		
<input type="text"/>	<input type="text"/>		
Town	County		
<input type="text"/>	<input type="text"/>		
Status: Owner <input type="radio"/>	Rented <input type="radio"/>	With Parents <input type="radio"/>	Council Tenant <input type="radio"/> Other <input type="text"/>
Is this a foreign address? Yes <input type="radio"/> No <input type="radio"/>	Length of time at address <input type="text"/>		

**7. PREVIOUS ADDRESS**

This section should be completed by the **TENANT** in **BLOCK CAPITALS**

Postcode	House Number	Flat Number	House Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street	District		
<input type="text"/>	<input type="text"/>		
Town	County		
<input type="text"/>	<input type="text"/>		
Status: Owner <input type="radio"/>	Rented <input type="radio"/>	With Parents <input type="radio"/>	Council Tenant <input type="radio"/> Other <input type="text"/>
Is this a foreign address? Yes <input type="radio"/> No <input type="radio"/>	Length of time at address <input type="text"/>		

**8. FINANCIAL DETAILS**

This section should be completed by the **TENANT** in **BLOCK CAPITALS**

<p>Employment Status <input style="width: 150px; height: 20px;" type="text"/>  <small>(Employed, Self Employed, Retired, Unemployed, Student)</small></p> <p>Job Title <input style="width: 200px; height: 20px;" type="text"/></p> <p>Start Date <input style="width: 200px; height: 20px;" type="text"/></p> <p>Is Your Job Likely To Change In The Near Future?    Yes <input type="radio"/>    No <input type="radio"/></p> <p>What Is The Nature Of Your Employment?    Full <input type="radio"/>    Temporary <input type="radio"/>    Contract <input type="radio"/></p> <p>Average Commission/Bonus  <input style="width: 100px; height: 20px;" type="text"/> £    PER ANNUM</p> <p>Do You Have Any Further Sources Of Income?    Yes <input type="radio"/>    No <input type="radio"/></p> <p>If so, how much?    <input style="width: 100px; height: 20px;" type="text"/> £    PER ANNUM</p> <p>and where from? <input style="width: 300px; height: 20px;" type="text"/></p>	<p>Annual Income <input style="width: 150px; height: 20px;" type="text"/> £  <small>P.A <input type="radio"/>    P.HR <input type="radio"/></small></p> <p>Payroll/Pension Reference Number  <input style="width: 150px; height: 20px;" type="text"/></p> <p>Average Overtime  <input style="width: 100px; height: 20px;" type="text"/> £    PER ANNUM</p>
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**9. EMPLOYER DETAILS**

This section should be completed by the **TENANT** in **BLOCK CAPITALS**

Company/Accountants or Pension Providers Name <input style="width: 700px; height: 20px;" type="text"/>			
Postcode <input style="width: 100px; height: 20px;" type="text"/>	House Number <input style="width: 100px; height: 20px;" type="text"/>	Flat Number <input style="width: 100px; height: 20px;" type="text"/>	House Name <input style="width: 150px; height: 20px;" type="text"/>
Street <input style="width: 300px; height: 20px;" type="text"/>	District <input style="width: 350px; height: 20px;" type="text"/>		
Town <input style="width: 300px; height: 20px;" type="text"/>	County <input style="width: 350px; height: 20px;" type="text"/>		
Contact Name <input style="width: 300px; height: 20px;" type="text"/>	Contact Job Title <input style="width: 350px; height: 20px;" type="text"/>		
Phone (Daytime) <input style="width: 300px; height: 20px;" type="text"/>	Phone (Mobile) <input style="width: 350px; height: 20px;" type="text"/>		
Email <input style="width: 300px; height: 20px;" type="text"/>	Fax Number <input style="width: 350px; height: 20px;" type="text"/>		
Additional Information <input style="width: 700px; height: 50px;" type="text"/>			

**10. CURRENT OR PREVIOUS LANDLORD DETAILS**This section should be completed by the **TENANT** in **BLOCK CAPITALS**

Do you pay your rent through a letting or managing agent?				No <input type="radio"/>	Yes <input type="radio"/>
Landlord/Letting agents name <i>This is who you pay your rent to</i>					
<input type="text"/>					
Contact name					
<input type="text"/>					
Postcode	House number	Flat number	House name		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Street			District		
<input type="text"/>			<input type="text"/>		
Town			County		
<input type="text"/>			<input type="text"/>		
Phone (daytime)			Phone (mobile)		
<input type="text"/>			<input type="text"/>		
Email			Fax number		
<input type="text"/>			<input type="text"/>		

**11. BANK/BUILDING SOCIETY DETAILS(current accounts only)**This section should be completed by the **TENANT** in **BLOCK CAPITALS**

Sortcode		
<input type="text"/>		
Account in the name of	Account Number	How long with this branch?
<input type="text"/>	<input type="text"/>	<input type="text"/>
Do you have a cheque guarantee card?	Yes <input type="radio"/>	No <input type="radio"/>
		Not known <input type="radio"/>

**12. ADDITIONAL INFORMATION**This section should be completed by the **TENANT** in **BLOCK CAPITALS**

--

**13. PERSONAL DETAILS CONTINUED.**

This section should be completed by the **TENANT** in **BLOCK CAPITALS**

Have you ever been issued with a County Court Judgement? Yes  No

Are you aware of any adverse credit history? Yes  No

If you have answered Yes to either of these questions please give details below.

Are you a smoker? Yes  No

Do you have children? How Many?  Ages?

Do you have any pets? (Please specify)

How do you propose to pay the rent? Benefit  Salary  Savings  Other

**NEXT OF KIN** (or person to be contacted in an emergency) **THIS MUST NOT BE A SPOUSE**

Title	<input type="text"/>	First Name	<input type="text"/>	Surname	<input type="text"/>
Postcode	<input type="text"/>	House Number	<input type="text"/>	Flat Number	<input type="text"/>
	<input type="text"/>		<input type="text"/>	House Name	<input type="text"/>
Street	<input type="text"/>		Town	<input type="text"/>	
Phone (daytime)	<input type="text"/>		Phone (mobile)	<input type="text"/>	
Relationship to Tenant (parent/guardian/etc)					
<input type="text"/>					

**14. CONSENT**

This section should be completed by the **TENANT in BLOCK CAPITALS**

You should signify your consent for the check by ticking the boxes next to the text and signing the box below

The information, which I have given in my Application Form, is true to the best of my knowledge. I consent to this information being verified by fair and lawful means, which I understand will involve contacting referees and licensed credit reference agencies. I understand the resulting verified information would be forwarded to the letting agency and / or to the landlord. The results may also be accessed again if I apply for a tenancy in the future.

I consent to Rentshield Direct searching information held by credit reference agency and agree that Rentshield Direct and the credit-referencing bureau will keep a record of that search and the results from that search. The results of that search may show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit applications from me and/or from members of my household and from time-to-time such information may be used for debt tracing and fraud prevention.

I hereby expressly consent to my personal details, including all recorded details in this application form, and any forwarding address(es) at the determination of any tenancy being passed to the landlord and / or to the utility companies and / or to the local authority.

Otherwise all information will be treated as confidential.

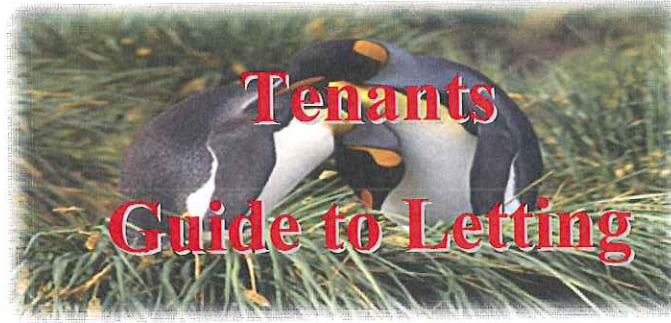
I consent to the information contained in my Application Form being used by Rentshield Direct and other members of Rentshield Direct to notify me of other products and services as appropriate.

I agree that information supplied by me will be held in accordance with the Company's notification under the Data Protection Act 1998. That you may record sensitive data as defined in the Data Protection Act 1998 and I understand that I have the right to ask for a copy of the information held about me subject to the payment of an administration fee that will be notified to me upon application, though it will not exceed the amount set by statute. I have the right to request that the information on me be amended if it is found to be incorrect. I also consent to passing the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application.

Applicant's Signature

Print Name

Date: (DD/MM/YYYY)



## **ESCRITT BARRELL GOLDING**

15 Southgate Sleaford Lincolnshire NG34 7SX

### **INTRODUCTION**

The purpose of this guide is to provide a brief overview of the usual arrangements that apply when renting a property from a private landlord.

The properties we offer to let have usually either been the Landlord's own private residence or have been purchased specifically as an investment for the rental market. Some properties are available for a relatively short term (the usual minimum is six months) whilst others may be available for several years. In each case, the owner/Landlord has instructed us to act on their behalf to find suitable tenants who will pay the agreed rent when due and look after the property for the duration of their tenancy.

The majority of the properties we offer to let are "fully managed" whereby we will deal with all aspects of the letting for the duration of the tenancy. In other instances however we may be instructed on a "let only" basis where we deal with the initial setting up of the tenancy and then the Landlord takes over.

### **1. GETTING STARTED**

We require all applicants to complete a Tenancy Application Form after viewing the property and pay the appropriate fee (£130 for one applicant or £190 for a couple. If a guarantor is required an additional fee of £60 will be payable at the time of application.) To avoid any delay in processing the application it is preferable for the fee to be paid in cash. If paid by cheque the application will not be processed until this has been cleared (please allow 10 days for clearance).

The Landlord will be notified of the application and providing they are in agreement it will be processed to verify the information provided and assess your suitability. At this point the property will be put "under application" and the fee will become non refundable (unless the Landlord withdraws due to his/her own circumstances).

Some Landlords also request a holding deposit to be taken to show your intent to proceed with the tenancy. Where a holding deposit is taken the amount will be deducted from the rent due at commencement of the tenancy. Please note that all holding deposits are non - refundable.

The submission of the application is no guarantee of tenancy. The decision as to whether or not a tenancy can proceed will depend on responses received and will be made in consultation with the Landlord.

You will be required to provide personal details including your name and address, occupation and salary. You will be asked to provide financial & employer references. Our investigations will also include a search of the credit registers and contacting your previous Landlord / Agent if you were previously a Tenant. These are routine procedures taken to protect all parties. Should you have County Court Judgements registered against you it may prove impossible to grant you a tenancy, unless satisfactory evidence of the clearance of debt is produced prior to the commencement of the tenancy.

If you are unable to provide satisfactory references or credit checks you may still be offered a tenancy subject to a satisfactory guarantor being provided. The guarantor will need to provide satisfactory references and credit checks and will be expected to sign a form to guarantee your obligations as a Tenant including payment of rent. An additional charge as detailed above will be payable where a guarantor is required

On receipt of satisfactory replies to the reference enquiries you will be offered a tenancy of the property subject only to the terms of the Tenancy Agreement including payment of the first month's rent and security deposit.

## **2. HOLDING DEPOSIT, TENANCY DEPOSITS AND RENT**

A security deposit is required for all tenancies and is usually equal to one and a half months rent. This deposit is in addition to the advanced rent payment, usually being one month's rent. Please note that if you are an existing Tenant and move to another property being let by this firm the deposit cannot be transferred. In practice this means that you will need to have funds available to pay the required deposit in respect of the new tenancy before receiving repayment of the existing deposit less any agreed deductions.

The advanced rent and deposit is due on the date of commencement and before you collect the keys. These sums must be paid in cleared funds being either by cash, bankers draft or by prior agreement directly in to our client account-(when paid into our client account cleared funds must be showing in the account on the day prior to signing the Tenancy Agreement). Please note that personal cheques will **not** be accepted for payment of these sums.

The deposit acts as security for the performance of your obligations as a Tenant under the Tenancy Agreement and will be returned to you at the end of the tenancy without interest and subject to a deduction for damage or any other deductions that may be necessary to compensate the Landlord for any breach of the Tenancy Agreement.

Since the new legislation came into effect on 6<sup>th</sup> April 2007 all deposits held for Assured Shorthold Tenancies have to be covered by the Tenancy Deposit Protection Scheme. The majority of deposits in respect of tenancies arranged by this firm are held by us in a designated client account and registered with The Dispute Service (TDS). In some instances however Landlords choose to hold the deposit and should notify you of the approved scheme they are using within 14 days. The TDS has been developed to ensure that the deposits are protected and that disputes about their return are resolved swiftly, inexpensively and impartially. Under the TDS:-

- Deposits will be protected during the tenancy.
- Where there is no dispute at the end of the tenancy, deposits will be returned promptly
- Where there is a dispute about the return of the deposit it will be dealt with fairly by the Independent Case Examiner (ICE)
- The ICE will make his decision quickly, and the deposit will be paid out without unnecessary delay.

The member firm holds the deposit in a designated client account. In most cases the Tenant and the Landlord will decide between them, assisted by the agent if one has been involved, how the deposit should be allocated. If there is a dispute, the Landlord or Agent has the opportunity to resolve it. After that any of the parties – Landlord, Agent or Tenant – can approach the ICE. He will appoint an adjudicator to assist him in considering the evidence provided and will aim to issue his decision within 28 working days of receiving all the necessary papers.

## **3. DEDUCTIONS FROM THE DEPOSIT**

An inventory will be prepared prior to occupation and must be carefully checked and agreed by you at commencement of the tenancy. Any damage to the Landlord's fixtures, fittings and effects which occurs during the period of the tenancy and any missing inventory items will incur deductions from your deposit. It is important, therefore, that you look after the property and its contents.

The inventory will form the basis of assessment of the property's condition at the end of the tenancy. Fair wear and tear will be taken into consideration. The cost of rectifying any damage that has occurred and replacing any missing items will be charged to your account.

## **4. PAYMENT OF UTILITIES/COUNCIL TAX**

You will be responsible for payment of all utility bills (gas, electricity water telephone etc) for the duration of your tenancy. You are required by law to inform the Council Tax Registrar of your change of address and pay the appropriate Council Tax.

## **5. LEGAL NOTICES & TENANCY AGREEMENT**

You will be given a copy of the Tenancy Agreement and any appropriate notices to read before being asked to sign. Please read these carefully and ask questions or consult a legal representative if you are unsure of any point.

## **6. INSPECTIONS**

During the tenancy term you have the right to enjoy the property without interruption provided that you abide by the terms and conditions of the Tenancy Agreement. However we have an obligation under our contract with the Landlord, to inspect the property at regular intervals. The initial inspection is usually about 3 months after commencement of the tenancy and then at similar intervals thereafter or more frequent intervals if deemed necessary.

Inspection of the premises is primarily undertaken to ensure that you, as the Tenant, are observing the conditions of the Tenancy Agreement. It is also an opportunity for you to discuss with us any problem you may be experiencing relating to the property and for us to consider the need for any repairs redecoration etc.

## **7. REPAIRS**

If you become aware of the need for any repair during your tenancy please inform us immediately and appropriate action will be taken.

## **8. STAMP DUTY LAND TAX (SDLT)**

For exceptionally high rental values there may be a liability to pay SDLT under the provisions of the Finance Act 2003. In these cases, the Tenant is advised to seek independent advice.

## **9. RENT**

Rent should be paid to us in cleared funds by the due date each month. The preferred method of payment is by standing order, which should be set up approximately 3 days in advance of the due date to allow for clearance through the banking system. If you wish to pay by personal cheque please allow 10 days from it being received in order for it to clear into our account for your rent due date.

Where there are a number of occupiers sharing accommodation each person is jointly and severally liable to pay the whole rent and this should be received as one payment.

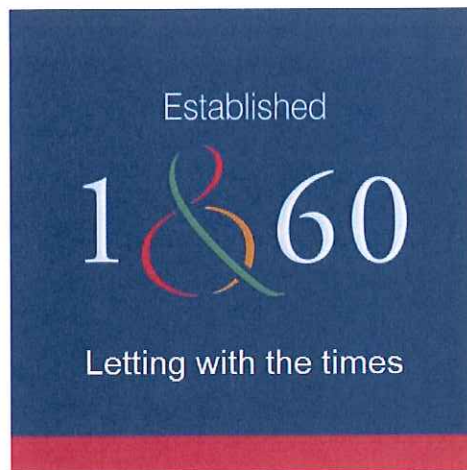
## **10. END OF TERM**

At the end of the Tenancy the property must be handed back to us on the due date. You should arrange the reading of all meters and inform the suppliers of your forwarding address for the final bills to be sent. Under no circumstances should you allow the authorities to disconnect supplies. The authorities should be informed that we as the Managing Agent or the Landlord will contact them when the property is handed over and provide details of the new account holder. This may be the owner or a new Tenant.

Inventory items should be placed in their original places to facilitate easy checking. Read carefully the inventory/statement of condition, clean curtains, carpets etc if required and generally prepare the property for the Check Out. We can advise of local contractors who will carry out all cleaning/preparation at a competitive rate if required.

Once checking has been completed and deductions from your deposit agreed (if any), the deposit or balance of deposit will be returned to you by cheque, or dealt with by the TDS.

**These notes are intended to provide a summary of Tenants obligations when renting a property from a private Landlord. It is not the intention to give an authoritative interpretation of the law. We hope that you have found them useful. Please do not hesitate to call, visit or e-mail us at any stage prior to or during your tenancy if there are any matters you wish to clarify.**



[www.EBGproperty.co.uk](http://www.EBGproperty.co.uk)