

Tenant Information

RENTAL APPLICATION FORM

Should you decide to rent a property, a completed Rental Application Form is required for each adult proposing to rent the property, along with 2 forms of identification, including verification of your Right To Rent in the United Kingdom and a **Holding Deposit Fee equivalent of one week's rent rounded down to the nearest £5.00**. This Holding Deposit will be off-set against the first month's rental payment received.

HOLDING DEPOSIT

The Holding Deposit is non-refundable should you fail the Right To Rent checks, you provide misleading information, you withdraw from the property or you fail to take reasonable steps to enter into a tenancy within the agreed timescale. The Holding Deposit does not constitute the offer of acceptance of a tenancy until such time as successful referencing is completed and the Tenancy Agreement is signed and executed by both parties. We will liaise with you to agree on a start date for the tenancy.

Schedule 2 of the Tenant Fees Act 2019 – Treatment of the Holding Deposit – governs how we deal with the Holding Deposit. This Schedule applies where a Holding Deposit is paid to either a Landlord or Letting Agent in respect of a proposed tenancy of housing in England. In this Schedule, 'the deadline for agreement' means the fifteenth day of the period beginning with the day on which the Landlord or Letting Agent receives the Holding Deposit. Unless both parties agree otherwise, this Holding Deposit must be returned to you if it is decided by the Landlord or Letting Agent not to proceed with the tenancy after a Holding Deposit has been paid. The deposit must be returned to you no later than 7 days after a decision is made not to proceed.

REFERENCES

We use **Let Alliance** who undertake referencing and credit checks for both applicants and Guarantors (if a Guarantor is necessary). This process usually takes **10 working days**. Please check with our office for both Tenant and Guarantor suitability.

DEPOSIT

We require a minimum of one months' rent as a damage deposit. This is returnable at the end of the tenancy in accordance with your Tenancy Agreement & Tenancy Deposit Scheme Agreement. We will only return the damage deposit as one single cheque payment; we will not split deposits per tenant.

INITIAL PAYMENT

The remainder of the first months' Rent, the Damage Deposit, the Contract and Holding Deposit must be received as cleared funds before the tenancy commences. If paying by personal or company cheque, this must be received ten (10) days prior to possession.

FUTURE RENTAL PAYMENTS

All rental payments are required monthly in advance via Standing Order. At the time of signing the Tenancy Agreement a bank Standing Order form will be presented for signature.

Please ensure you have the correct bank details of the account the rent is to be paid from. The whole rent is to be paid via **ONE Standing Order** and CANNOT be split between tenants. All rent payments will be made to a Jan Forster Estates Ltd client account.

INVENTORY & SCHEDULE OF CONDITION

A detailed Inventory and Schedule of Condition will be prepared for when you move into a managed property. This sets the benchmark for the condition of the property in terms of protecting your Damage Deposit. The document will be emailed to tenants to add any comments if necessary.

KEYS

A set of keys to the main entrance door will be provided for each adult tenant. We take your safety and security seriously. You are NOT permitted to cut new keys or change locks to the property without the permission of Jan Forster Estates.

UTILITIES

For managed properties, we will read all the meters and record the meter readings on the Inventory. We will advise the Council Tax Office and the water supplier of your residence and will do the same when you move out.

You are NOT permitted to change the suppliers of your gas, electricity and water without the permission of Jan Forster Estates. You must provide copies of final utility bills when you leave the property. Your Security Deposit will not be released until we have these details.

You must organise the connection and disconnection of telephone, cable and internet services yourself.

CHANGES TO A TENANCY

Any changes or amendments made to a Tenancy Agreement are subject to a charge of £50.00 inc VAT.

DAMAGES AND ACCIDENTS

Any damage to the property or repairs required must be reported immediately to Jan Forster Estates Property Management Centre on **0191 236 2680**, who will then take the appropriate action. We endeavour to undertake repairs as quickly as possible with minimum disruption to you.

GENERAL

We take great pride in our business of property management. It is very important to us that you are happy in your property and that you feel at home. We ask that you co-operate with us to ensure that you, the Landlord and Jan Forster Estates all benefit from the situation.

VIEWING DETAILS

Property 1 _____

Rent _____

Deposit _____

Holding Deposit _____

Total

Property 2 _____

Rent _____

Deposit _____

Holding Deposit _____

Total

Property 3 _____

Rent _____

Deposit _____

Holding Deposit _____

Total

Top Tip:

It may help to speed up the rental process if you have the following items ready:

- Holding Deposit (this is preferably paid via debit or credit card. Once paid, the property is then taken temporarily off the market).
- Copies of 'Right To Rent' documents.
- Bank Account details.

Tenant Information

Your confirmed viewing is at:

with

Date and Time

Jan Forster 
estates

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